



Meeting Management Manual-Recurring Meetings

2025 - VERSION 1.4

SWITCH BC

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About the OHS Resource Centre

The Occupational Health and Safety (OHS) Resource Centre is an online platform for all healthcare Joint Occupational Health & Safety Committees (JOHSC) and leaders. It provides easy access to agendas, minutes, resources, and actions to improve and enhance a culture of safety throughout B.C.

This manual is for all health care workers accessing the OHS Resource Centre. All registered health care employees can access the OHS Resource Centre to see JOHSC meeting minutes in their organization and provincial OHS resources. JOHSC members, unions, and employer leaders can also access meeting management systems with dashboards with schedules, meetings, minutes, resources, and reports from committees they belong to.

The OHS Resource Centre was developed by SWITCH BC, with funding from the Nurses' Bargaining Association, the Facilities Bargaining Association, and the Ministry of Health. The OHS Resource Centre is supported by health unions (bargaining associations), health employers, and Doctors of BC.

About SWITCH BC

SWITCH BC, which stands for Safety, Wellbeing, Innovation, Training and Collaboration in Healthcare, is an organization focused on the health, safety, and wellbeing of everyone working in health care in B.C. It is a collaboration of unions, physicians, and employers working together to support provincewide innovation, prevention, training, and enhance the culture of safety in all health care workplaces in B.C. Learn more at switchbc.ca.

Additional Manuals and Resources

Note

- There are two types of meetings that are specific to JOHSC members.
 - Recurring meetings – Process outlined below
 - Special meetings – Process outlined in the 'Meeting Management Manual Special Meetings'

Note

- The suggested and best viewing of the OHS Resource Centre is using a 1440 X 900 screen resolution at 100% zoom within your Chrome or Microsoft Edge web browser.

This manual was last updated on April 29th, 2025. If you have questions, or find an error or omission in this document, please email SWITCH BC at ohsresourcecentre@switchbc.ca.

1. Managing your JOHSC Recurring Meeting

1.1 Create the Structure of your JOHSC Recurring Meetings

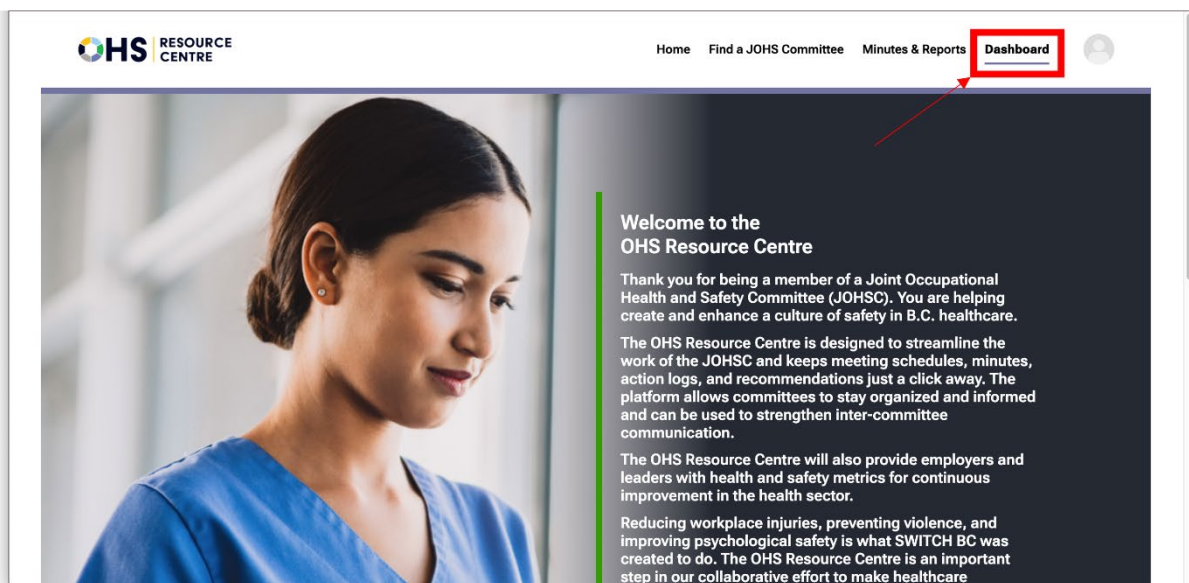
Applies to:

- Committee Co-Chairs (a worker and an employer)
- Admin Assistants

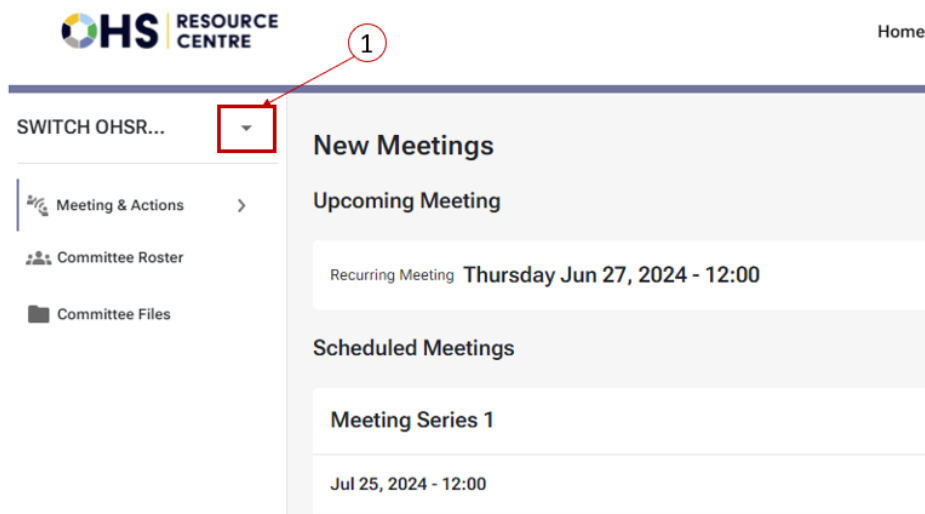
1.1.1. Sign in with your Co-Chair or Admin Assistant account

- Following the instructions in manual 'OHS Resource Centre User Management Manual'.

1.1.2. On the header of the page, click on the 'Dashboard' tab.



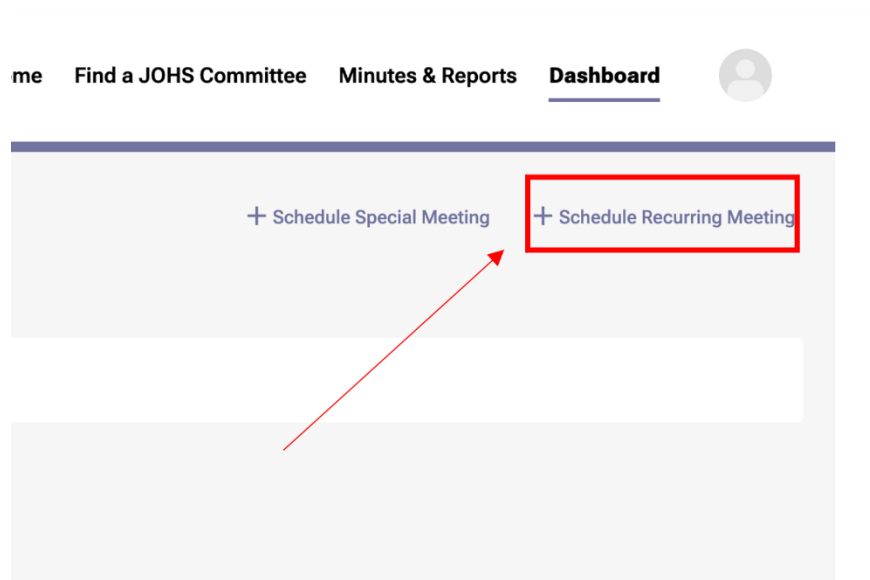
1.1.3. From the drop-down options, select the committee you belong to.



1.1.4. By default, you will land on the 'New Meetings' page, where you can schedule either a 'Special Meeting' or a 'Recurring Meeting'.

Note

- The quorum requirement needs to be set up before a meeting is started. Setting a quorum requirement is done under the 'Committee Roster' tab.
- Once the 'Start Meeting' button has been clicked, the system will automatically calculate whether the quorum has been met or not.



- 1.1.5. Select '+Schedule Recurring Meeting'. You will then be taken to a form that will allow you to schedule the recurring meeting. In the 'Meeting Location' box, add your meeting location.
- 1.1.6. In the 'Dial-in Options' box, copy and paste your virtual meeting invite link or dial-in options, as shown in the screenshot. Remember to leave contact details in case an attendee experiences difficulties in attending the meeting.

Note

- The meeting invite details need to be the full URL (not just the hyperlinked text, otherwise, the meeting invite file will not be clickable for recipients).

The screenshot shows a meeting scheduling interface. On the left, there are two sections: 'Meeting Location' and 'Dial-in Options' (with the subtext 'Instructions for remote meeting attendance.'). A red arrow points from the 'Dial-in Options' section to a red rectangular box on the right. This box contains two input fields. The top field is labeled '1st floor office area'. The bottom field contains a long, complex URL starting with 'https://teams.microsoft.com/join/'. Below the URL field, the text '244/500' is visible. At the bottom of the form, there are two buttons: 'Cancel' and 'Next'.

- 1.1.7. Once you have added the meeting location and dial-in options, select the 'Next' button under the 'Dial-in Options' box.
- 1.1.8. The next page is where you will set up the recurring meeting. To specify when the meetings will occur, select the month and year from the 'Starting On' drop-down menu (see screenshot number 1)

Note

- You can only schedule the meeting to occur at a future date from the drop-down menu.

SWITCH BC Te...
Kingstation Hospital
SWITCH BC Testing #1
Total 2 Committees

Schedule New Meeting

1 New Meeting 2 Meeting Dates 3 Review

Today May 18, 2024

Starting On Year 2024 Month June

Recurrence: First SUN MON TUE WED THU FRI SAT

Upcoming Meeting Dates

JUN 03	JUL 01	AUG 05	SEP 02	OCT 07	NOV 04	DEC 02	JAN 06	FEB 03	MAR 03	APR 07	MAY 05
--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

1.1.9 Next, select the 'Recurrence' option (screenshot number 2) and choose the day required. To do this, use the drop-down list to select either the 'First, Second, Third, Fourth or Last' recurrence, followed by the chosen days of the week. Underneath the 'Recurrence' drop-down list, you will find all the subsequent meeting dates listed for your schedule.

Starting On Year 2024 Month June

Recurrence: First SUN MON TUE WED THU FRI SAT

Upcoming Meeting Dates

JUN 03	JUL 01	AUG 05	SEP 02	OCT 07	NOV 04	DEC 02	JAN 06	FEB 03	MAR 03	APR 07	MAY 05
--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

Starting Time: 14:30

Estimated End Time: 16:30

Note

- 'Fourth' and 'Last' options in the recurrence list are the same for months that do not have a fifth week
- Some options for months and weeks may not be available depending on the week of the month you are scheduling. If you select an unavailable option, a warning message will appear, as the system requires a minimum of 14 days

between the scheduling date and the recurring meeting date.

Upcoming Meeting Dates

AUG 26	SEP 23	OCT 28	NOV 25	DEC 23	JAN 27	FEB 24	MAR 24	APR 28	MAY 26	JUN 23	JUL 28
-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------

⚠ Fourth Monday is not available for current month, scheduling closest available month.

1.1.10 Set the start and end times of the meeting (screenshot number 3). Do this by selecting the times from the 'Starting Time' and 'Estimated End Time' drop-down options.

3

JUN 03 JUL 01 AUG 05 SEP 02 OCT 07 NOV 04 DEC 02 JAN 06 FEB 03 MAR 03 APR 07 MAY 05

Starting Time 14:30

Estimated End Time 16:30

Cancel Back Next

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Note

- If your estimated end time extends to the next day, the system will display a +1 next to the 'Estimated End Time' field as per the below screenshot.

King

Meeting & Actions

Committee Roster

Committee Files

Home

Find a JOHS Committee

Minutes & Reports

Dashboard

Schedule New Meeting

1

2

3

New Meeting

Meeting Dates

Review

Today

May 28, 2024

Starting On

Year

2024

Month

June

Recurrence

Second

SUN

MON

TUE

WED

THU

FRI

SAT

Upcoming Meeting Dates

JUN 13

JUL 11

AUG 08

SEP 12

OCT 10

NOV 14

DEC 12

JAN 09

FEB 13

MAR 13

APR 10

MAY 08

Starting Time

12:00

Estimated End Time

+1 day

00:30

Cancel

Back

Next

1.1.11 Once you have inputted the schedule details, select 'Next'. You will then be directed to a review page to confirm your meeting details.

1.1.12 If you need to adjust any of the meeting details, select the relevant 'Edit' option. This will take you back to the specific form on the previous page, allowing you to make changes.

SWITCH BC

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1.1.13 If all details are correct, click the 'Create Meeting' button to finalize the scheduling.

Note

- Recipients will receive an invitation as an iCalendar file (ICS) when the draft and finalized agenda is sent. ICS files are commonly used for email invitations; when opened, the event details will automatically display, allowing recipients to add the event to their calendar

1.2 Committee Quorum/Representation Structure Setup and Verification

Applies to:

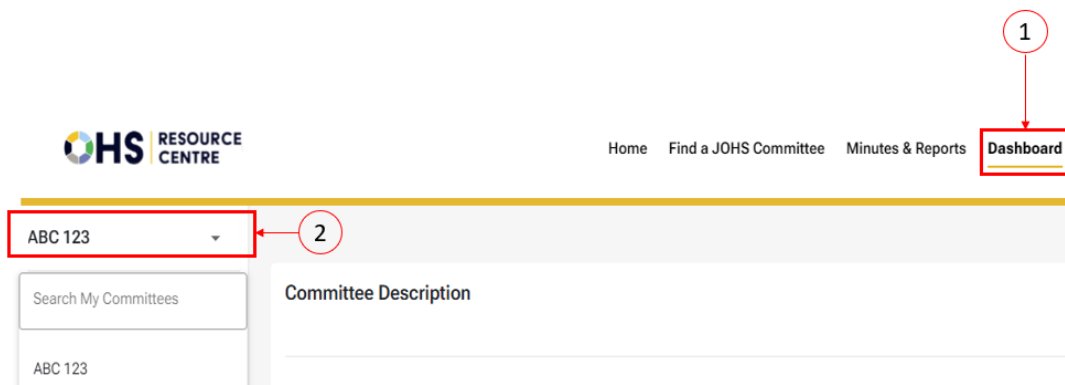
- Employer Practitioner
- Admin Assistant (dedicated support for committee)
- Committee Co-Chairs (a worker rep and an employer rep)

Note

- It is important that the quorum structure is complete before creating or starting the recurring meeting, as an incomplete structure may affect the accuracy of reporting metrics.
- The representation structure cannot be empty before adding members to the committee because the “Affiliation/Employer” field will be blocked in the ‘Add Member’ screen, and you will not be able to complete the add a member process.

1.2.1 Click the 'Dashboard' tab in the page header.

1.2.2 From the drop-down options, select the committee you wish to set up the quorum by clicking on the committee's name and the 'Committee Roster' link.



1.2.3 Click 'Edit Settings' under the 'Quorum' section (see screenshot number 1)

OHS RESOURCE CENTRE

Home Find a JOHS Committee Minutes & Reports Dashboard **My Committees**

Committee Roster Committee Files

Co-Chair Committee Co-Chair

BCNU 2/2

Co-Chair Committee Co-Chair

Alternate Committee Member

Regular Committee Member

+ Add Member

Employer Representation

Co-Chair Committee Co-Chair

BCEHS 2/2

Co-Chair Committee Co-Chair

Alternate Committee Alternate M...

Regular Committee Member

+ Add Member

Non-Committee Members

Operating Employer Affiliate

Committee Name/Site KDH Hospital

Multiple Employer No

Facility 123 BCA

Next Annual Evaluation Date Aug 14, 2024

Edit Settings

Quorum

Minimum # of attendees 2

Minimum # of workers 1

Minimum # of employers 1

Representation Structure

Worker Representation Members

BCNU 2

Employer Representation Members

BCEHS 2

1 Edit Settings

1.2.4 Edit the quorum information as needed.

- Click the 'Add Worker Representation' or 'Add Employer Representation' links to update the representation structure accordingly.

Note

- The quorum structure must align with the committee's Terms of Reference (TOR).

Worker Representation

Co-Chair Ma

BCGEU 2/2

BCNU 1/4

Employer Represe

Co-Chair co

Affiliate 2/4

Edit Quorum & Representation Structure

Quorum

Minimum # of attendees 2

Minimum # of workers 1

Minimum # of employers 1

Representation Structure

Pick Representation* BCGEU 2 X

Pick Representation* BCNU 4 X

Pick Representation* Affiliate 4 X

+ Add Worker Representative

+ Add Employer Representative

Cancel Save Changes

+ Add Member

Committee Information

Operating Employer Affiliate

Committee Name/Site Kingstation H...

Multiple Employer No

Facility Kingstation Hospital

Next Annual Evaluation Date Mar 19, 2024

Edit Settings

Quorum

Minimum # of attendees 2

Minimum # of workers 1

Minimum # of employers 1

Representation Structure

Worker Representation Members

BCGEU 2

BCNU 4

Employer Representation Members

Affiliate 4

Edit Settings

2. Meeting Preparation

2.1 Creating a Standing Agenda Item

Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chairs (a worker and an employer)

Note

- Standing agenda items are recurring topics that are included in each meeting's agenda by default. These items are essential for maintaining consistency and ensuring that important, ongoing issues are regularly addressed.

- 2.1.1 To create a standing agenda item, select the 'Agenda Items' option (highlighted as number 1 in the screenshot). Then, choose the '+Add' option in the 'Standing Agenda Items' form (screenshot number 2).

UAT 51

KPI & Reports

Meeting & Actions

- New Meetings
- Post Meetings
- Agenda Items
- Action Items

Committee Roster

Committee Files

Agenda Items

Refresh this page to clear the search results.

Search agenda item name or agenda ID

ACTIVE AGENDA ITEMS REJECTED AGENDA ITEMS COMPLETED AGENDA ITEMS

Long Running Agenda Items (13)

ID#	Agenda Item	Date Created	Postponed
0001	Broken Tile	Nov 27, 2024	4 times
0002	Update Manuals	Nov 27, 2024	2 times
0004	Light Bulb change	Nov 27, 2024	4 times
0005	Unfurnished Rooms	Nov 27, 2024	1 time
0006	1-Agenda Item	Nov 27, 2024	4 times
0007	2-Agenda Item	Nov 27, 2024	3 times

Upcoming Deferred Agenda Items (3)

Due In	ID#	Agenda Item	Original Date
40 days	0017	Agenda Item 10	Mar 12, 2025
40 days	0015	Inspection on Floor G	Jan 16, 2025
40 days	0016	Training Manuals	Jan 16, 2025

Suggested Agenda Items (0)

ID#	Agenda Item	Created By	Purpose	Est Duration	Date Created
There are no suggested agenda items in this committee					

Standing Agenda Items (1)

Agenda Item	Type
Previous Months Meeting	Custom

+ Add

+ Add

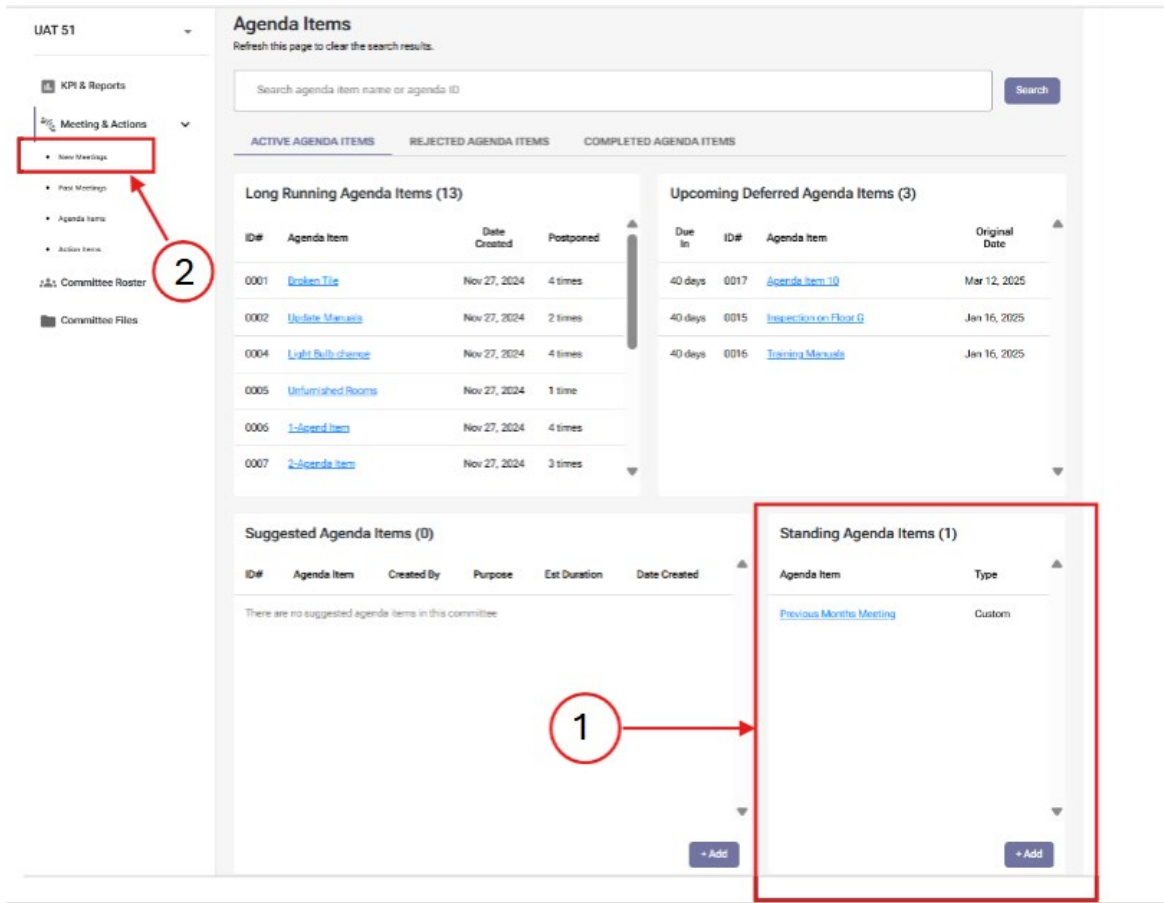
2.1.2 After selecting '+Add,' a new form will appear on the screen. Here, you can enter an 'Agenda Item,' 'Estimated Duration,' purpose (action or information), description, and any attachments. Select the 'Add' button to save your standing agenda item.

The screenshot shows a web form titled 'Add' with a close button (X) in the top right corner. The form contains the following fields and elements:

- Agenda Item***: A text input field containing the text 'Exposed wiring under sink in staff room'.
- Estimated Duration***: A text input field containing the number '20'.
- Purpose***: Two tabs, 'Action' (selected) and 'Information'.
- Description***: A rich text editor with a toolbar showing bold (B), italic (I), bulleted list, numbered list, link, and unlink icons. The text area contains the following text:

In the main staff room, under the sink there is exposed wiring due to the drywall not being fully fixed since the plumbing issue. There may be a risk of an electrical power outage if the water pipe burts again. This will need to be fixed asap as staff have been told they cannot use the sink.
- Files**: A section with an 'Attach Files' button.
- Buttons**: At the bottom right, there are 'Cancel' and 'Add' buttons. The 'Add' button is highlighted with a red rectangle, and a red arrow points to it from the right.

- 2.1.3 To add more standing agenda items, repeat the steps. Once you have selected 'Add', you will see your standing agenda items in the 'Standing Agenda Items' box (screenshot number 1).



2.1.4 To return to your scheduled meeting page, select the 'New Meetings' option in the top-left corner of the screen (screenshot number 2).

2.2 Assign a Meeting Recorder Privileges to Committee Member

Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)

2.2.1 After selecting the 'New Meetings' option, you will return to the 'New Meetings' page. In your upcoming recurring meeting, select 'Edit Agenda'.



2.2.2 You can add a meeting recorder using the '+Add Recorder' option above the 'Agenda Preview' area (below screenshot number 1). When you select '+Add Recorder', you will see a list of all committee and non-committee members (Ex-Officio). From this list, you can choose your meeting recorder. However, if you are a co-chair or an admin assistant, you will automatically be assigned the meeting recorder role. This means that you will not see those users in the '+Add Recorder' list

Note

- The meeting recorder can be updated/removed at any time in the following screens:
 - In the Edit Draft Meeting Agenda,
 - In the Finalized Meeting Agenda
- You can add up to 4 additional meeting recorders while scheduling the meeting.

The following picture is one of the above screens as an example:

The screenshot displays the JOHS Resource Centre interface for scheduling a meeting. The top navigation bar includes links for Home, Find a JOHS Committee, Minutes & Reports, and Dashboard. The left sidebar shows the 'Meeting & Actions' menu with options for New Meetings, Past Meetings, Agenda Items, Action Items, Committee Roster, and Committee Files. The main content area shows the meeting details for August 26, 2024, from 14:00 to 14:30. The 'Meeting Recorder' section is highlighted with a red box, showing a '+ Add Recorder' button. Below this, the 'Attendance & Quorum' section shows 'Quorum Met' with a green checkmark. The 'Meeting Agenda' section lists items like 'Acceptance of Agenda' (5 mins) and 'Monthly Incident Reports' (10 mins). The 'Acceptance of Agenda' section is also visible, showing a description and a '5 Min.' timer.

2.2.3 The Meeting Recorder is responsible for starting the meeting, recording the proceedings, making necessary changes to the meeting interface, and editing the draft minutes.

-
- 2.2.4 One of the designated Meeting Recorders must be defined as the Primary Recorder, who will be ultimately responsible for recording the proceedings and making necessary changes within and after the meeting. The Primary Recorder can be selected from a dropdown list of all committee members. However, if a member who has not been previously assigned as a Meeting Recorder is selected, the system will not automatically grant them Meeting Recorder privileges. This is why the Meeting Recorders must be defined before the start of the meeting, in both the Edit Agenda and Finalized Agenda screens.

Note

- The Primary Recorder designation is for informational purposes only and does not carry additional functionality beyond what is granted to a Meeting Recorder.
- The Primary Recorder must be selected before adjourning the meeting. If the Primary Recorder has not been selected, a pop-up message will appear, prompting confirmation before proceeding with adjournment.
- If the recorder forgets to adjourn the meeting, the Primary Recorder field in the draft minutes will remain blank, but it must be added later in the "Edit Minutes" screen before publishing the minutes.

2.3 Creating New Business to an agenda

Applies to:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)

- 2.3.1 While editing an agenda, suggest a new business item by selecting the '+ Create New Suggestions' button.

Note

- When committee members add an agenda item from the Suggested Agenda Item section in the Agenda Items tab, the system will automatically place it in the New Business section on the Draft Meeting Agenda page.

Deferred Agenda Items (0)

Agenda Item	Due In
There are no deferred agenda items	

[+ Create New Suggestions](#)

No old business item scheduled for this meeting, add to left hand side.

Est. Time	New Business
No new business item scheduled for this meeting, add to left hand side.	

If this agenda is not sent out 14 days before the meeting, the system will automatically make this agenda available to all committee members to add suggestions to.

- 2.3.2 To add the new business item, enter the title in the 'Agenda Item' box, then specify the 'Estimated Duration,' purpose (action or information), description, and any supporting documents/files using the 'Attach Files' option.

Add

Agenda Item* Exposed wiring under sink in staff room

Estimated Duration* 20

Purpose* Action Information

Description*

B I **[:=** **:=** **A** **▼** **A** **▼**

In the main staff room, under the sink there is exposed wiring due to the drywall not being fully fixed since the plumbing issue. There may be a risk of an electrical power outage if the water pipe burts again. This will need to be fixed asap as staff have been told they cannot use the sink.

Files

[+ Attach Files](#)

Cancel Add

- 2.3.3 Your new business will be added to the form. It will be visible for all committee members to review prior to the meeting.

Deferred Agenda Items (0)

Agenda Item	Due In
There are no deferred agenda items	

[+ Create New Suggestions](#)

No old business item scheduled for this meeting, add old business items from the left hand side.

Est. Time	New Business
45 Mins	Hazardous materials

If this agenda is not sent out 14 days before the meeting, the system will automatically make this agenda available to all committee members to add suggestions to.

[Send For Suggestions](#)

2.4 Adding Old Business Agenda Item to the Agenda

Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)

2.4.1 To add a deferred or long-running agenda item to the meeting, go to the 'Draft Meeting Agenda' or 'Edit Draft Meeting Agenda' screen and click the '+Add' button (Screenshot number 1) for the agenda item you want to include.

OHS RESOURCE CENTRE

Home Find a JOHS Committee Minutes & Reports Dashboard

Meeting & Actions >

Committee Roster

Committee Files

permissions. Four additional recorders can be added.

AGENDA MEETING INVITATION

Agenda Items

Long Running Agenda Items (0)

Agenda Item	Date Created
There are no long running agenda items	

Deferred Agenda Items (5)

Agenda Item	Due In
All fire extinguish...	N/A
First Aid Vest wk...	N/A
Lighting issue	N/A
Sign posted on o...	N/A
WHMIS Training	N/A

1 → [+ Add](#)

Agenda Preview

Est. Time	Standing Agenda Items
5 Mins	Acceptance of Agenda
10 Mins	Monthly Incident Reports

Est. Time	Old Business
No old business item scheduled for this meeting, add old business items from the left hand side.	

Est. Time	New Business
3 Mins	WHMIS Training

2.4.2 The deferred or long-running agenda item will automatically move to the 'Agenda Preview' section under Old Business (screenshots 2 and 3).

Note

- The long-running and deferred agenda items will appear in the old business at the start of meetings.
- **Long-running agenda items are items discussed or postponed for months and not closed.** The number of months can be configured in the committee roster tab, as shown in the screenshot below.
- **Deferred agenda items:** issues that were previously discussed but not resolved, needing further attention in the upcoming meeting, but do not exceed the number of months to become a long-running agenda item.
- All deferred agenda items will auto-populate to the agenda that is deferred to.

Kingstation Ho...

- KPI & Reports
- Committee Roster**
- Committee Files

BCGEU 2/2

Regular committee memberone

Alternate committee membertwo

Co-Chair Mary Cochairone

BCNU 1/4

Regular Jodie Marshall

[+ Add Member](#)

Employer Representation

Co-Chair committee cochairtwo

Affiliate 2/4

Co-Chair committee cochairtwo

Alternate Emma Smith

Regular Emily Smith

[+ Add Member](#)

Non-Committee Members

Admin Assistant admin assistant

Ex-Officio ex officio

[+ Add Member](#)

Committee Name/Site Kingstation H...

Multiple Employer No

Facility Kingstation Hospital

Next Annual Evaluation Date Mar 19, 2024

[Edit Settings](#)

Quorum

Minimum # of attendees 2

Minimum # of workers 1

Minimum # of employers 1

Representation Structure

Worker Representation Members

BCGEU 2

BCNU 4

Employer Representation Members

Affiliate 4

[Edit Settings](#)

Agenda Settings

Mark as long-running item if an agenda has been carried over for 3 months

[Edit Settings](#)

2.5 Meeting Invitations

Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)

2.5.1 On the 'Meeting Invitation' page, you can review, adjust, and send meeting invite notifications. If the co-chairs or admin assistant haven't sent out the agenda yet, the system will automatically send the meeting invitation along with the draft agenda 14 days before the meeting. The system will also send the final about 7 days before the meeting.

The screenshot shows the 'Meeting Recorder' interface. At the top, there's a header with 'Meeting Recorder' and 'Max 4 members'. Below this, there are two tabs: 'AGENDA' and 'MEETING INVITATION'. The 'MEETING INVITATION' tab is highlighted with a red box, and a red arrow points to it from the right. The main content area is divided into two sections: 'Agenda Items' on the left and 'Agenda Preview' on the right. The 'Agenda Items' section shows 'Long Running Agenda Items (0)' and a table with columns 'Agenda Item' and 'Date Created'. The 'Agenda Preview' section shows 'Est. Time' as '30 Mins' and 'Standing Agenda Items' as 'Monthly Incident Reports'. There is also a section for 'Old Business'.

2.5.2 You can review all attendees and select/deselect any members who may be on vacation, for example (screenshot number 1). You can also add guests by entering their email addresses in the 'Additional Guests' form at the bottom of the screen (screenshot number 2). All names listed in these forms will receive all related meeting notifications and documents as reminders.

The screenshot shows the 'Meeting Recorder' interface with the 'MEETING INVITATION' tab selected. A red box highlights the 'Worker Representatives' and 'Employer Representatives' sections, which include 'Regular' and 'Alternates' columns. Below these, there is a 'Non-Committee Members' section. At the bottom, there is an 'Additional Guests' section with a text input field and a 'Send For Suggestions' button. A red arrow points from a circled '1' to the 'Additional Guests' section, and another red arrow points from a circled '2' to the 'Send For Suggestions' button.

2.5.3 Once this information has been added and validated, you have two options:

1. As Co-Chair or Admin Assistant, you can select the 'Send for Suggestions' button, which will start the process for this meeting (highlighted in the below screenshot).
2. You can choose to wait for the automated system to process the invites and notifications, which it will do at the 14-day mark. This is to allow a different co-chair to add their own details or agenda items as they need.

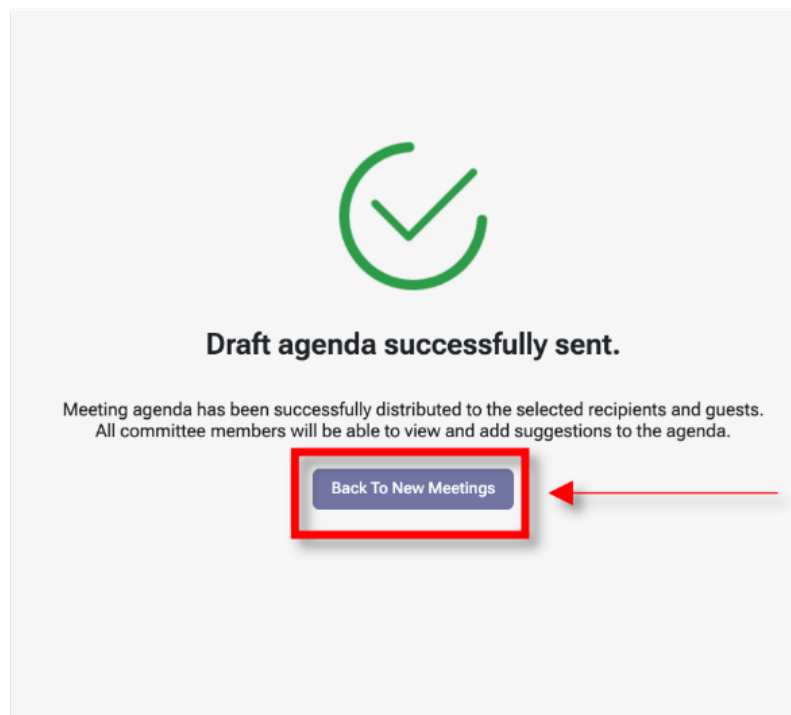
Additional Guests
Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.

Jodie@roschealthcare.c...

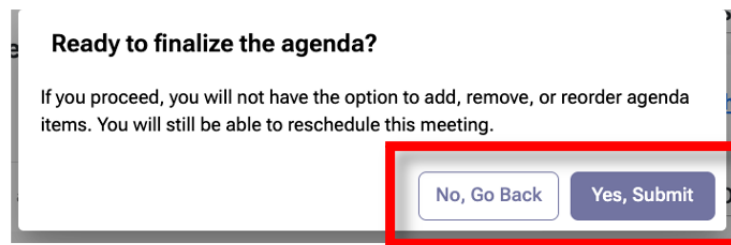
If this agenda is not sent out 14 days before the meeting, the system will automatically make this agenda available to all committee members to add suggestions to.

Send For Suggestions

- 2.5.4 Once you select the 'Yes, Submit' button, you will receive confirmation that the draft agenda has been successfully sent. To move to the next stage of this process, select 'Back to New Meetings'.



- 2.5.5 Once you have selected 'Back to New Meetings' and selected the upcoming meeting date, you will be brought back to the 'Edit Draft Meeting Agenda' page. From here, once the agenda is confirmed or seven days before the meeting's date, select the 'Finalize Agenda' button. If the finalized agenda has yet to be sent seven (7) days before the meeting, the system will automatically send the finalized agenda to the selected committee members on 'Meeting Invitation' screen in 'Draft Agenda' phase.



2.5.6 Here is an overview of what the 'Finalize Agenda' option will do:

Overview of the 'Finalize Agenda' Function:

1. Confirmation and Locking:

- **Agenda Confirmation:** The "finalize agenda" function confirms the agenda items, marking them as final. Once finalized, the agenda items are locked, meaning no further additions, deletions, or changes can be made until the meeting date.
- **Locking Function:** This function effectively locks the agenda to maintain its integrity and ensures all participants are working from the same finalized version. Once the agenda is finalized, it will be locked, and no further changes can be made. The finalized agenda will be sent out 7 days before the meeting date and will remain unchanged until the meeting takes place.

Note

- Once the agenda has been finalized, check back at the 'New Meetings' option and select the upcoming meeting date. You will notice that you can no longer add or edit any agenda items as these functions are locked until the meeting date, but you can still add/edit the recorder. You can only preview these details.

2. Notification and Distribution:

- **Agenda Distribution:** The finalized agenda is distributed to all relevant/selected parties, providing a clear outline of the topics to be

discussed during the meeting. Members also receive minutes from the previous meeting along with the finalized agenda.

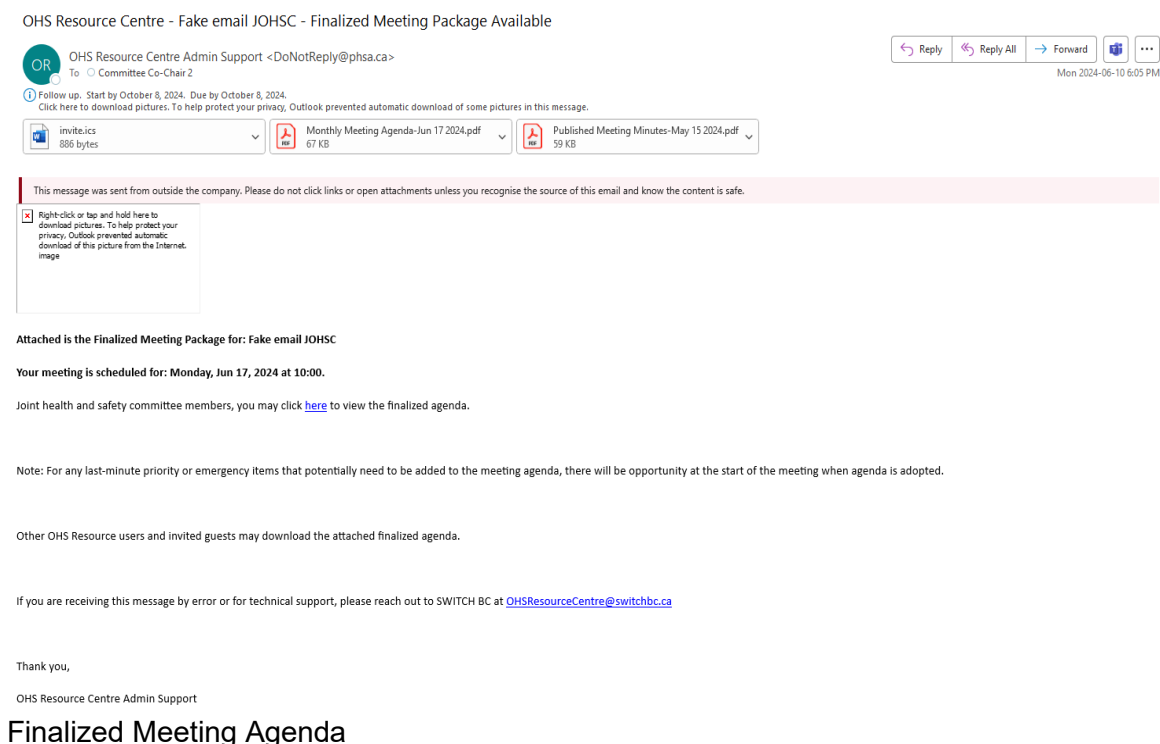
- 2.5.7 At this point, the meeting attendees will be automatically notified, and a copy of the finalized meeting agenda, the previous meeting minutes (if they exist), and an iCalendar file (ICS file) with the meeting information will be sent, along with the date and time.

Note

- The draft meeting agenda notification includes a draft agenda PDF and a .ICS file, while the finalized agenda notification includes a finalized agenda PDF, the previous month's meeting minutes (draft or finalized, if available), and a .ICS file.

- 2.5.8 The following images are examples of a meeting invite (1), the finalized meeting agenda PDF (2), and previous meeting's minutes (draft or finalized) (3). In the second screenshot, you will note that each agenda item has a unique number. This is to help co-chairs keep track and easily locate specific agenda items if status updates or follow-ups are required.

Example of Meeting Invite



KDH Hospital - Recurring Meeting Agenda

Oct 21, 2024 - 13:00 - 14:00

FINALIZED

Agenda Summary

Facility

123 BCA

Location

Room 303 King Hospital

Dial-in Options

<https://teams.microsoft.com/j/meetup-join/>

Recorder

Admin Assistant, Committee Co-Chair, Committee Member

Invitation

Worker Representation

BCNU		Invited
Committee Co-Chair	Co-Chair	Y
Committee Member	ALT	Y
Committee Member	REG	Y


Employer Representation

BCEHS		Invited
Committee Member	REG	Y
Committee Member	ALT	Y
Committee Member	Co-Chair	Y

Non-Committee Members		Invited
Ex Officio	Ex-Officio	Y
Admin Assistant	Admin Assistant	Y
Employer Practitioner	Employer Practitioner	Y

Meeting Agenda

Standing Agenda

1. Acceptance of Agenda	
Created By	Committee Regular Member
Description	Approve today's agenda
2. Monthly Incident Reports	
Created By	Committee Regular Member
Description	Review the monthly incident reports and create action items if needed
Associated Files	 Incident in floor 5th.pdf

Example of Previous Meeting's Publish Minutes

Meeting Summary

Rescheduled
May 15, 2024 - 11:00 - 12:00
Reason: Monday is a Stat.

Actual Starting Time Adjourning Time
16:13 16:33

Facility
Fake workplace

Location Dial-in Options

Recorder
Admin assistant, Committee co-chair two, Committee cochair one, Ex officio

Attendance

Quorum Met ✓

Worker Representation

BCNU	Invited Present		
Committee cochair one	REG	Y	Y

HSA	Invited Present		
Committee member one	REG	Y	Y
Committee alternate	REG	Y	Y

HEU	Invited Present		
Committee member two	REG	Y	Y

Employer Representation

Affiliate	Invited Present		
Committee co-chair two	REG	Y	Y

Non-Committee Members	Invited Present		
Admin assistant	Admin Assistant	Y	Y
Ex officio	Ex-Officio	Y	Y
Employer practitioner	Employer Practitioner	Y	Y

- 2.5.9 As a Co-Chair, you are encouraged to review the 'Agenda Items' dashboard to see what agenda items other committee members may have requested before the meeting.

Long Running Agenda Items (0)

ID#	Agenda Item	Date Created	Postponed
There are no long running agenda items in this committee			

Upcoming Deferred Agenda Items (4)

Due In	ID#	Agenda Item	Original Date
N/A	0006	discuss OHS RC	Mar 12, 2025
N/A	0001	Ergonomics & Workplace Injury Pre...	Feb 21, 2025
N/A	0005	ice Salting	Mar 06, 2025
N/A	0003	Panic Alarm System & Emergency...	Feb 21, 2025

Suggested Agenda Items (1)

ID#	Agenda Item	Created By	Purpose	Est Duration	Date Created
0004	Test agenda	Committee ...	Action	6 min	Mar 05, 2025

Standing Agenda Items (6)

Agenda Item	Type
Call to Order & Approval of Previous Minutes	Custom
Emergency Preparedness & Fire Drills	Custom
Incident Reports & Safety Concerns	Custom
Infection Control & PPE Compliance	Custom
Mental Health & Fatigue Management	Custom
Workplace Violence & Security Measures	Custom

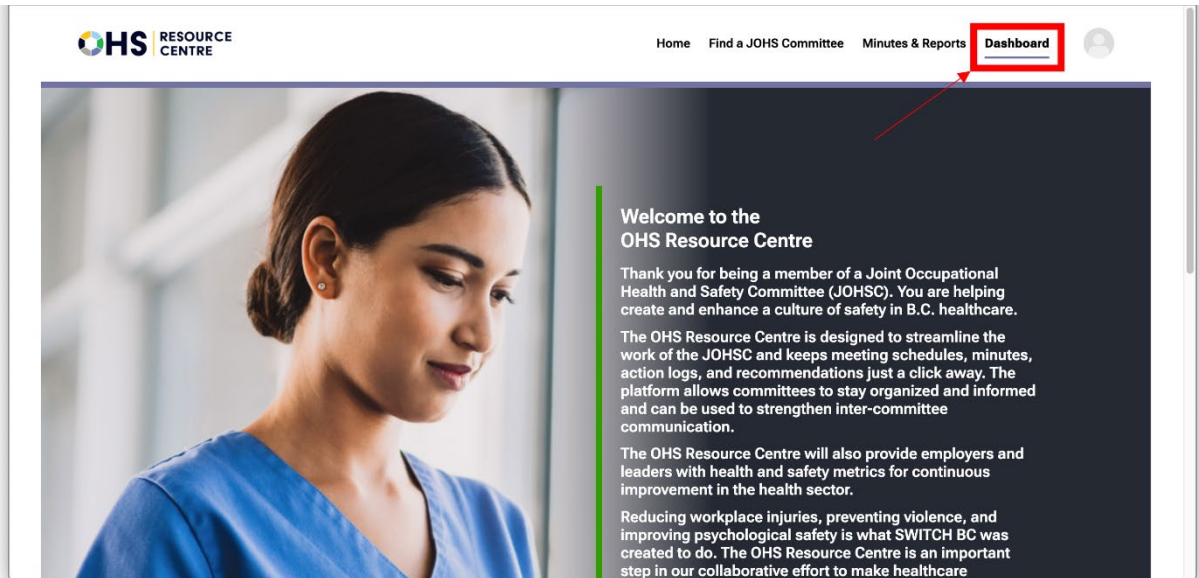
+ Add

2.6 Rescheduling Meetings

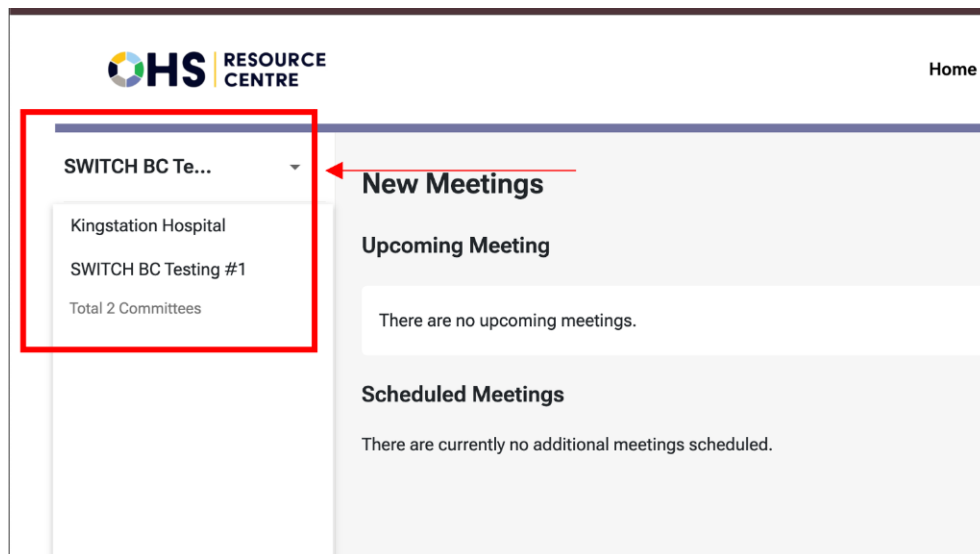
Applies to:

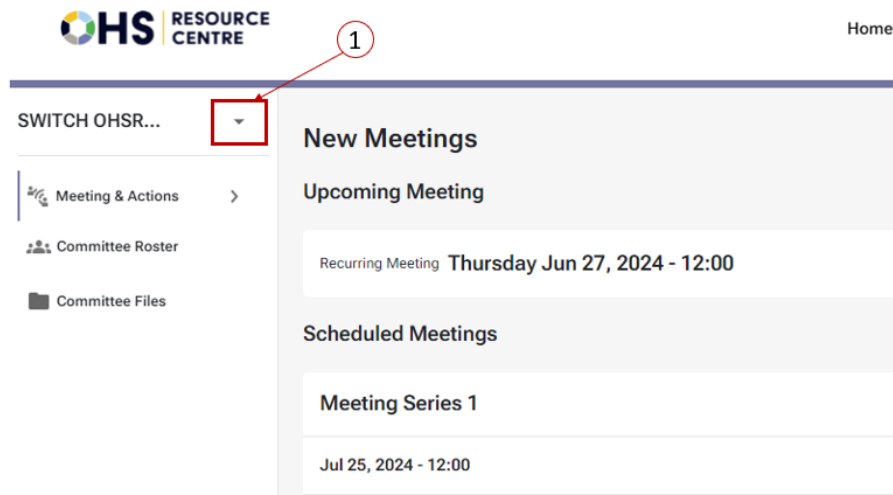
- Admin Assistant
- Committee Co-Chair (a worker and an employer)
- Committee Members with meeting recorder privileges

2.6.1 On the header of the page, click on the 'My Dashboard' tab.

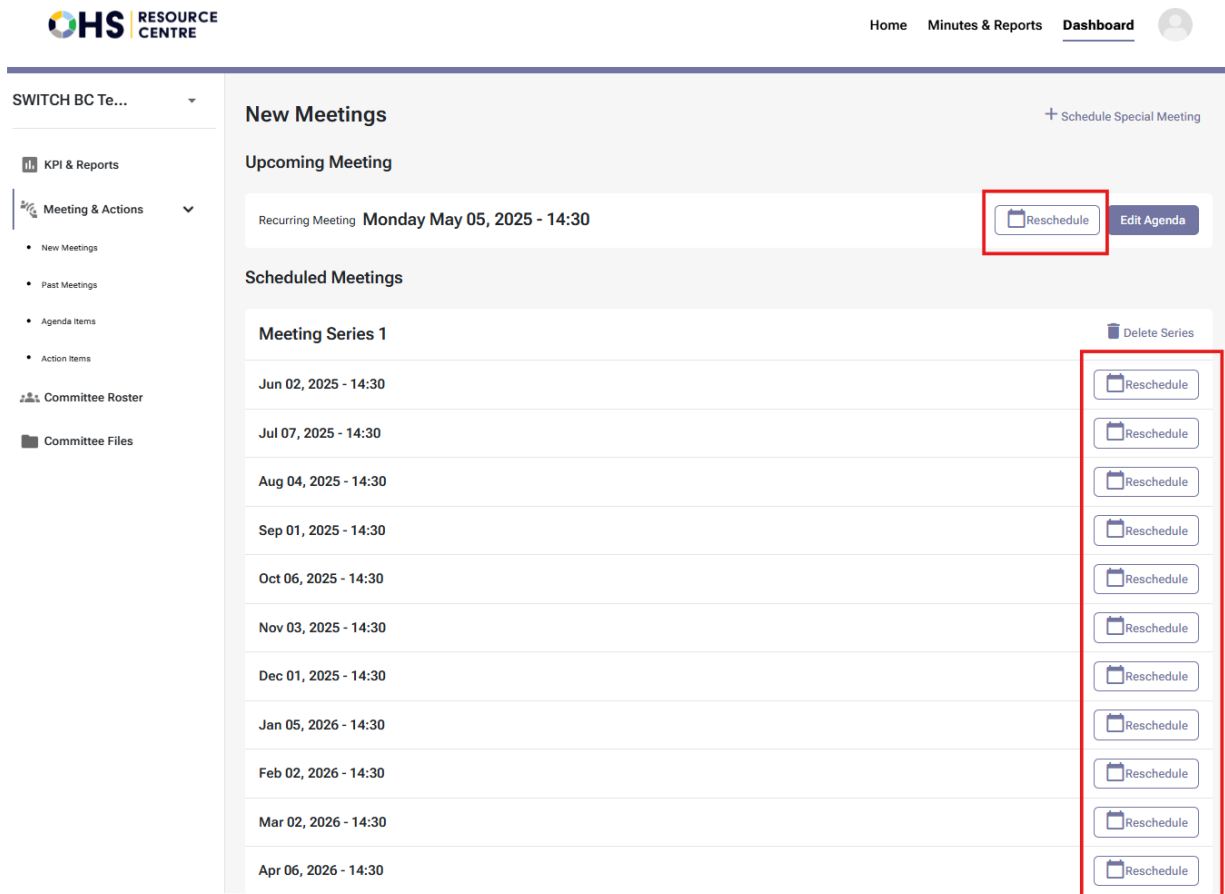


2.6.2 From the drop-down options, select the committee to which you belong.





- 2.6.3 To start the rescheduling process, select the 'Reschedule' button. The 'Reschedule' button is available for all the scheduled meeting series so that user can reschedule meeting anytime in advance which provides greater flexibility for committees to manage scheduling changes.



2.6.4 You can also reschedule a meeting by clicking the 'Edit Agenda', 'View Agenda', or 'Start Meeting' button. (See screenshot above)

Note

- You cannot reschedule the meeting once you click the 'Adjourn Meeting' button.

2.6.5 On the 'Draft Meeting Agenda' and 'Finalized Meeting Agenda' screen, you can find a 'Reschedule' button from the bottom of the screen (See screenshot below)

Finalized Meeting Agenda

Meeting Recorder
Max 4 members. Cochairs and Admin Assistants have recorder permission by default.

Jodie Marshall + Add Recorder

Attendance & Quorum Quorum Not Met ✖

RSVP
The meeting is scheduled for Jun 29, 2024, 12:00

I am **Not Attending** Attending

Worker Representatives		Employer Representatives		Non-Committee Members & Guests	
Mary Cochairone	BCGEU	committee cochairtwo	Affiliate	admin assistant	Admin
committee memberone	BCGEU	Emily Smith	Affiliate	ex officio	Ex.O
committee membertwo	BCGEU	Emma Smith	Affiliate	Diana Latorre	EP
Jodie Marshall	BCNU			Abigail Lewis	EP

Add Guests
Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.

Guest email

Finalized Agenda
PDF Meeting Agenda -Jun 29 2024.pdf

Review Agenda
Est.time Standing Agenda Items
Old Business
New Business
15 Mins [AC Unit in office damaged](#)

Draft Meeting Agenda

May 05, 2025 14:30 -16:30

Meeting Recorder
Co-Chairs and Admin Assistants have default recorder permissions. Four additional recorders can be added.

[+ Add Recorder](#)

AGENDA MEETING INVITATION

Agenda Items

Long Running Agenda Items (2)

Agenda Item	Date Created	
Hazardous mater...	May 19, 2024	Added ✓
Smoke alarms	May 19, 2024	Added ✓

Deferred Agenda Items (0)

Agenda Item	Due In
There are no deferred agenda items	

[+ Create New Suggestions](#)

Agenda Preview

Est. Time	Standing Agenda Items
30 Mins	Monthly Incident Reports
Est. Time	Old Business
45 Mins	Hazardous materials
15 Mins	Smoke alarms
Est. Time	New Business
No new business item scheduled for this meeting, add new business items from the left hand side.	

If this agenda is not sent out 14 days before the meeting, the system will automatically make this agenda available to all committee members to add suggestions to.

[Reschedule](#) [Send For Suggestions](#)

2.6.6 The next screen you will be taken to is the 'Edit Meeting Dates' form. Here, you will input your new meeting date, followed by the start and end times, and the reason for rescheduling the meeting, which is recorded in the meeting minutes. Once this information is inputted, select the 'Review' button.


Note

- You must reschedule a recurring meeting within the planned month; otherwise, it will be marked as a missed meeting.

Reschedule Recurring Meeting

Meeting Date

May 05, 2025



Starting Time

Estimated End Time

Reason

Reason*

Back

Submit Changes

MAY 05, 2025

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SWITCH BC

36

Reschedule Recurring Meeting

Meeting Date	<input type="text" value="May 05, 2025"/>  <small>MMM DD, YYYY</small>
Starting Time	<input type="text" value="14:30"/>  
Estimated End Time	<input type="text" value="16:30"/>  
Reason	<input type="text" value="Reason*"/>

[Back](#) [Submit Changes](#)

- 2.6.7 After confirming your information, press the 'Submit Changes' button.
- 2.6.8 You will then be taken to the 'New Meetings' page. The rescheduled meeting will remain in the finalized phase.

2.7 What to Do When You Receive a Meeting Invitation and Draft Agenda

Applies to:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)
- Committee Regular Member
- Committee Alternate Member

Note

- Ex-Officio (non-voting)- This role only has a view mode of the following functionality.
- Employer Practitioner and Guest-These roles will only receive an email with the meeting invitation (ICS file) and the draft agenda (PDF format).

Confirming Attendance

- 2.7.1 Open the committee dashboard by clicking the 'Dashboard' tab on the page header and selecting your committee's name.
- 2.7.2 Click the 'Meeting & Actions' tab on the left side.
- 2.7.3 Select the 'New Meetings' link.
- 2.7.4 Click the 'Edit Agenda' button.
- 2.7.5 Select the 'I am Attending' or 'I am Not Attending' option at the top of the screen.

Note

- The option to confirm you are attending pertains only to your own invitation. You cannot confirm anyone else's availability on this screen.

Edit Draft Meeting Agenda

Meeting Recorder
Max 4 members

ex officio + Add Recorder

Attendance & Quorum Quorum Not Met ✖

RSVP

The meeting is scheduled for Jun 03, 2024, 14:30

Worker Representatives

Mary Cochairone HSA ✓

Employer Representatives

committee cochairtwo Affiliate ○

Non-Committee members & Guests

ex officio Ex.O
admin assistant Admin
employer practitioner EP
Jodie@roschealthcar... Guest

Add Guests

Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.

Guest email

Send Invitation

- 2.7.6 Before the meeting, review the draft agenda and provide feedback or suggestions from the PDF of the 'Draft Agenda' by following these steps.

Sending a Recommended Agenda Item

2.7.7 On the 'Edit Draft Meeting Agenda' page, click the '+ Add' Create New Suggestions' button (highlighted in the screenshot below) to add your suggestions.

The screenshot displays the 'Edit Draft Meeting Agenda' interface. It is divided into two main sections: 'Agenda Items' on the left and 'Agenda Preview' on the right.

Agenda Items Section:

- Long Running Agenda Items (0):** A table with columns 'Agenda Item' and 'Date Created'. It contains the text 'There are no long running agenda items'.
- Deferred Agenda Items (14):** A table with columns 'Agenda Item', 'Due In', and a status column. It lists 14 items, each with a due date of '18 days' and a status of 'Added ✓'. The items are: 'First Aid Vest w/k...', 'Meeting time', 'New Staff Orient...', 'OH&S Bulletin Bo...', 'Power Bar meltd...', 'Renovations', 'Road Safety at W...', 'Safety Inspections', 'Special Topic for ...', and 'Stress Awareness S...'. The last item has a due date of '18 days' and a status of 'Added ✓'.
- Suggested Items:** A section at the bottom of the 'Deferred Agenda Items' table containing a button labeled '+ Create New Suggestions'. This button is highlighted with a red rectangle, and a red arrow points to it from below.

Agenda Preview Section:

- Standing Agenda Items:** A table with columns 'Est. Time' and 'Standing Agenda Items'. It lists 5 items: '15 Mins Ergonomics (MSI) Project', '10 Mins First Aid Reports', '15 Mins Investigations', '10 Mins OH&S Committee Member Education', and '19 Mins Safety Inspections'.
- Old Business:** A table with columns 'Est. Time' and 'Old Business'. It lists 8 items: '5 Mins First Aid Vest w/kit included', '5 Mins Meeting time', '5 Mins New Staff Orientation', '10 Mins OH&S Bulletin Board', '10 Mins Power Bar meltdown', '5 Mins Renovations', and '5 Mins Road Safety at Work'.

2.7.8 After selecting '+ Create New Suggestions', the 'Add' form will appear. There are five fields to complete this process; they are as follows:

1. Agenda Item
2. Estimated Duration
3. Purpose (Action or Information)
4. Description
5. Files (if it is applicable)

- 2.7.9 Confirm the information you have added is accurate.
- 2.7.10 Once accurate, select 'Add'.

The screenshot shows a 'Add' pop-up box with a purple header bar containing a close 'X' button. The form contains the following fields and controls:

- Agenda Item***: A text input field containing 'Exposed wiring under sink in staff room'.
- Estimated Duration***: A text input field containing '20'.
- Purpose***: Two tabs, 'Action' (selected) and 'Information'.
- Description***: A rich text editor with a toolbar (Bold, Italic, Bulleted List, Numbered List, Link, Unlink, Text Color, Background Color) and a text area containing the following text: 'In the main staff room, under the sink there is exposed wiring due to the drywall not being fully fixed since the plumbing issue. There may be a risk of an electrical power outage if the water pipe burts again. This will need to be fixed asap as staff have been told they cannot use the sink.'
- Files**: A section with a '+ Attach Files' button.
- Buttons**: 'Cancel' and 'Add' buttons at the bottom right. The 'Add' button is highlighted with a red rectangle, and a red arrow points to it from the 'Files' section.

- 2.7.11 A pop-up box will appear to allow you to confirm the information or go back to edit if it is inaccurate.
- 2.7.12 Click 'Yes, Submit' once all information is correct.

Note

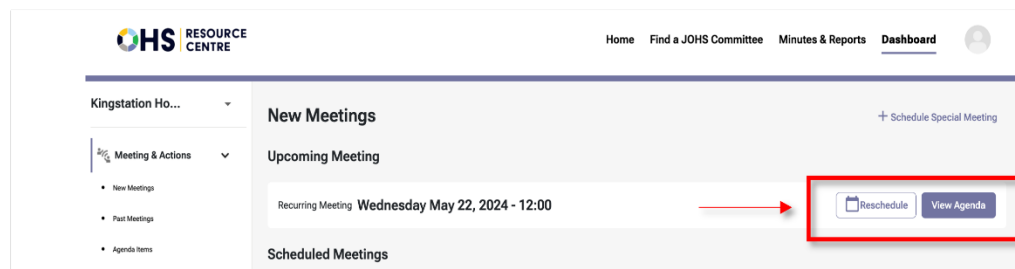
- You can also add a new business (Suggested Agenda Item) from the Agenda Item library, and they will automatically be populated to the 'New Business' section in the draft and suggestion agenda phase.

Instruction to go to the Agenda Item library: Dashboard->Meeting & Actions->Agenda Items->Suggested Agenda Item->Add.

Reviewing a Recommended Agenda Item

2.7.13 As a Committee Member, particularly a Co-Chair, you will need to review recommended business agenda items.

2.7.14 To do this, select: 'Meetings and Actions', followed by 'New Meetings'.



2.7.15 Once you access the 'New Meetings' page, select the 'Edit Agenda' or 'View Agenda' option. Depending on the process phase, this will take you to the 'Edit Draft Meeting Agenda' or 'Finalized Meeting Agenda' page. This is where you can review attendance and quorum status, add guests, and review the current agenda (standing agenda items and new/old business). The co-chair or admin assistant can rearrange the new business items.

2.7.16 Here, you can review the 'Suggested Agenda Items' (New Business) or details for the meeting.

2.7.17 To review the details of the agenda item you want to check, click the hyperlink. A pop-up box containing the suggested agenda item description, creator, purpose, and estimated time will appear.

Agenda Preview

Est. Time Standing Agenda Items

Edit [X]

Agenda Item*

Estimated Duration*

Purpose*

Description*

B I :: := A v A v

Review Incident report from previous month

Files

[Incident Report \(regular\)](#)

- 2.7.18 You can review who issued agenda items by selecting the hyperlinked description, which creates a pop-up box. At the top of the pop-up box, look for 'Creator', as this will tell you who proposed this item.

Reviewing Old Business Items

- 2.7.19 As a Committee Member, particularly a Co-Chair, you will need to review old business agenda items to know the status of action items to report updates to the system.
- 2.7.20 To do this, In the 'Edit Draft Meeting Agenda' or 'Finalized Meeting Agenda' page screen is where you can review attendance and quorum status, add guests, review the finalized agenda (standing agenda items and new/old business).
- 2.7.21 To review 'Old Business' items, select the chosen item (hyperlinked) in the box. The Co-Chairs or Admin Assistant role can remove or rearrange old business items.

Finalized Meeting Agenda

Meeting Recorder
Max 4 members

+ Add Recorder

Attendance & Quorum Quorum Not Met ✕

RSVP

The meeting is scheduled for **May 22, 2024, 12:00**

I am Not Attending **Attending**

Worker Representatives	Employer Representatives	Non-Committee Members & Guests
<div>Mary Cochairone</div> <div>BCGEU <input checked="" type="checkbox"/></div>	<div>committee cochairtwo</div> <div>Affiliate <input type="checkbox"/></div>	<div>admin assistant</div> <div>Admin</div>
<div>committee memberone</div> <div>BCGEU <input type="checkbox"/></div>	<div>Emily Smith</div> <div>Affiliate <input type="checkbox"/></div>	<div>ex officio</div> <div>Ex.O</div>
<div>committee membertwo</div> <div>BCGEU <input type="checkbox"/></div>		<div>Diana Latorre</div> <div>EP</div>
<div>Jodie Marshall</div> <div>BCGEU <input checked="" type="checkbox"/></div>		

Add Guests

Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.

Finalized Agenda

PDF Meeting Agend... 411.0 KB

Review Agenda

Est.time	Standing Agenda Items
5 Mins	Acceptance of Agenda
5 Mins	Acceptance of Minutes
Old Business	
5 Mins	Lighting issue
5 Mins	First aid kit still missing
10 Mins	Review of the Remote Nursing Site Inspection
New Business	
5 Mins	Sign posted on office doors to remind staff to o

- 2.7.22 When you select a hyperlinked 'Old Business' item, a preview window will appear that contains the details of the previous meeting's discussion notes, and the status of the action item(s) associated with it.

5

Min.

#2

All fire extinguishers past inspection date

Creator

Committee R...

Purpose

Action

DESCRIPTION & ACTIONS

DISCUSSION

Description

In the Kingsway Building, Royal 9th floor. All fire extinguishers past inspection date. Need to arrange for inspection

Action Items

[Call maintenance](#)

Assigned

Assigned

Due: Aug 23, 2024

Files

Opening and Accepting a Meeting Invite (ICS File):

Depending on the email program committee members and guests use, the ICS file process may look different. However, the general process is described below:

Receiving the Invite:

- 2.7.23 **Email Notification** - The user receives an email notification with the meeting invite attached as an ICS file. This email is usually sent by the OHS Resource Centre system, which manages the calendar invites.

Opening the ICS File:

2.7.24 **Email Client** - Open the email containing the ICS file attachment. Most email clients (such as Outlook, Gmail, and Apple Mail) display the ICS file as an attachment or within the email body.

2.7.25 **Download/Preview** - Click on the ICS file to either download it to your device or preview it within the email client. In most cases, clicking on the file will automatically be displayed, and you can add it to your calendar.

Note

- You may get a security warning message; you need to allow the system to open and save the invitation.

Reviewing the Invite:

2.7.26 **Event Details** - Review the meeting details, such as the date, time, location (if applicable), and any additional notes or agenda items included in the invite. This information is typically displayed in a pop-up window or within the calendar application interface.

Accepting the Invite:

2.7.27 **Calendar Application** - Use your calendar application (such as Google Calendar, Microsoft Outlook, or Apple Calendar) to add the invite to your calendar.

2.7.28 **Confirmation** - You need to confirm your attendance using the OHS Resource Centre system. To see the steps, please see the 'Confirming Attendance' section.

Synchronization:

2.7.29 **Automatic Sync** - Depending on your calendar settings, you may receive notifications or reminders as the meeting date approaches.

Note

- Currently, committee members will not receive notifications if a meeting is rescheduled. The system currently does not send automatic notifications for rescheduled meetings. Until the system can automate notifications, users must manually inform participants about the rescheduled meeting details. This can be done via email or other communication channels.

3. During the Meeting

Actions During the Meeting

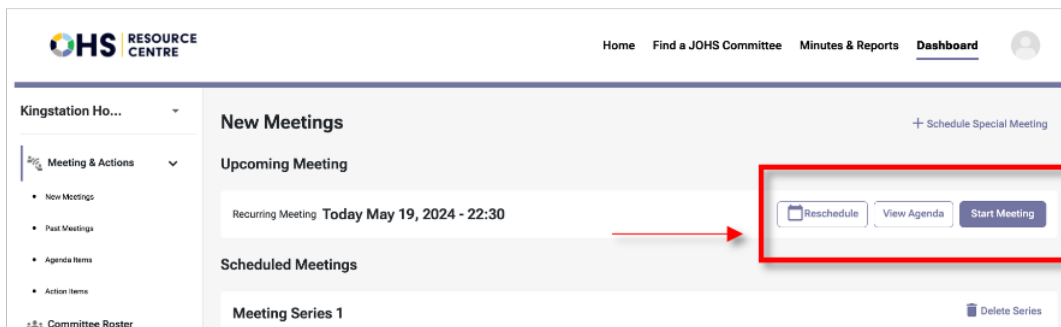
Applies to:

- Admin Assistant
- Committee Co-Chair (a worker and an employer)
- Committee Members with meeting recorder privileges.

Starting the Meeting

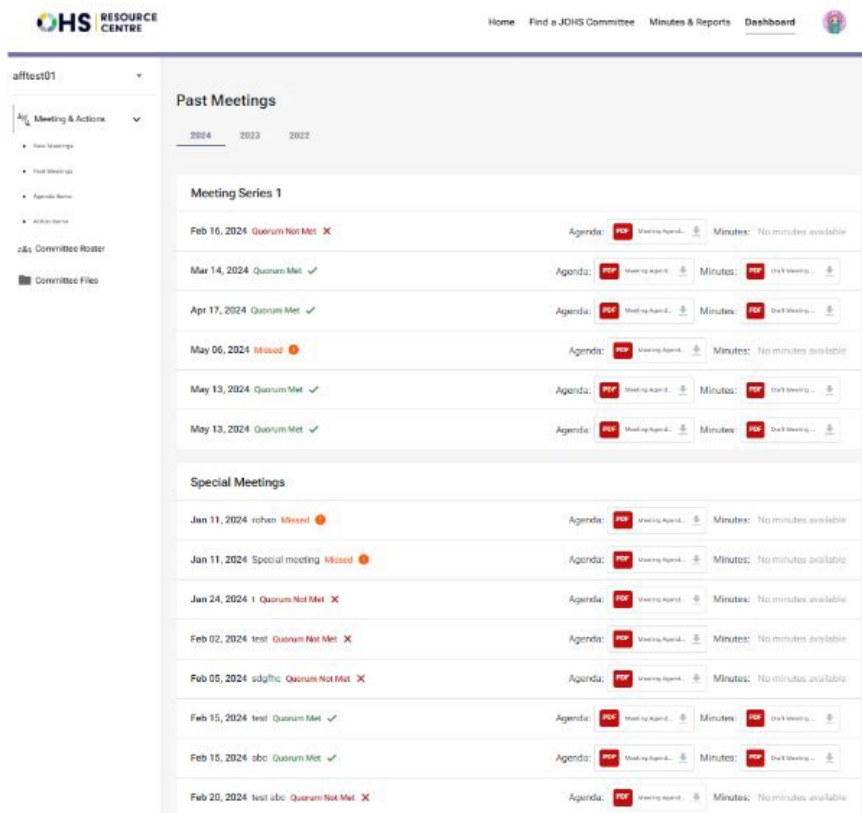
The Co-Chair, Admin Assistants or Recorders are responsible for starting the meeting by confirming attendance. However, they can update the attendance at any point during the meeting and after the meeting is adjourned on the 'Edit Minutes' screen (before publishing the minutes). If a quorum is not met, the meeting will still proceed, and the participants will still be able to make decisions. To do this:

1. Click the 'Dashboard' tab on the page header.
2. Click on the committee's name and the 'Meeting & Actions' link.
3. Click 'New Meetings.'
4. Click 'Start Meeting' at the top of the screen.

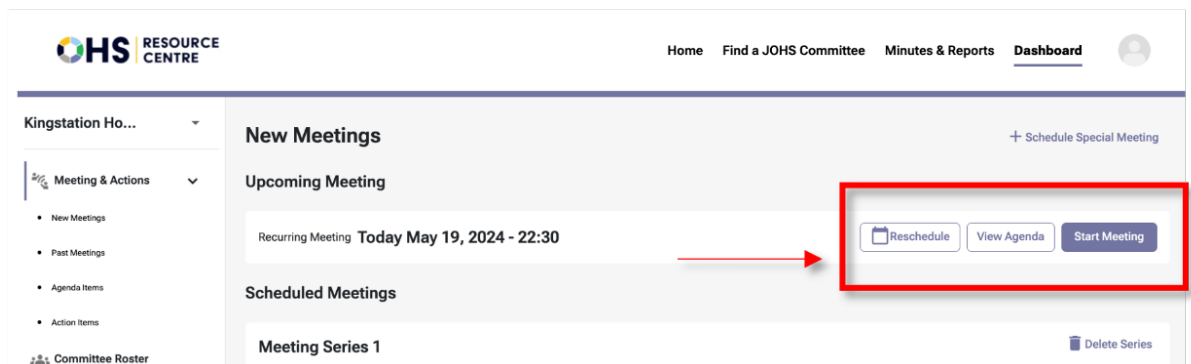


Note

- The 'Start Meeting' button is available 24 hours before and after the scheduled meeting time. If not used, the meeting will move to 'Past Meetings' and be marked as missed. Co-chairs can reschedule within the same calendar month; after that, the meeting will be marked as 'missed' and cannot be rescheduled.



- A pop-up box will appear to confirm the start of the meeting. If you selected this button by mistake, you would have the option to go back.



Check Attendance

- After clicking 'Yes, Start Meeting', you will be directed to the 'Current Meeting' page. Manually add attendees by selecting the 'Present' buttons in the 'Attendance & Quorum' section (below screenshot box number 1).

- The 'Current Meeting' page defaults to 'quorum not met'. In the screenshot, the 'Attendance & Quorum' section is highlighted as number 1. If a quorum is not met, you have the option to 'Adjourn Meeting.' Alternatively, if participants still wish to proceed without a quorum, the meeting can continue. In this case, the meeting minutes will indicate 'quorum not met.' You can still decide which agenda items to review, postpone, or take other actions on, and add or update action items.

Note

- You can update the attendance after the meeting is adjourned on the 'Edit Minutes' screen (before publishing the minutes).

The screenshot displays the 'Current Meeting' interface of the JOHS Resource Centre. The top navigation bar includes links for Home, Find a JOHS Committee, Minutes & Reports, and Dashboard. The left sidebar shows a 'Meeting & Actions' menu with options like New Meetings, Past Meetings, Agenda Items, and Action Items. The main content area is divided into three sections:

- Attendance & Quorum (Quorum Not Met):** This section is highlighted with a red box and a circled '1'. It contains three tables: 'Worker Representatives', 'Employer Representatives', and 'Non-Committee Members & Guests'. Each table lists participants with their roles and attendance status (Invited, Present, Excluded).
- Meeting Agenda:** This section is highlighted with a red box and a circled '2'. It includes a dropdown for 'Standing Agenda Items' with 'Inspection Log (Monthly)' selected. Below this is a list of agenda items with their durations and an 'Approved?' checkbox.
- Inspection Log (Monthly):** This section is highlighted with a red box and a circled '3'. It features a table with columns for 'Description' and 'Discussion'. The 'Description' column contains a '2025 Quarterly Schedule' with dates and events.

Check and Approve the Agenda

- 3.1.1 A button labelled "Approved?" will appear regardless of whether the quorum is met. This button is simply part of the regular committee process to approve the agenda and does not have any functional purpose linked to it.

Note

- If not manually adjourned, the system will automatically adjourn the meeting 24 hours after the meeting starts.



KDH Hospital

Meeting & Actions

- New Meetings
- Past Meetings
- Agenda Items
- Action Items

Committee Roster

Committee Files

Current Meeting

Primary Recorder: + Select Primary Recorder

Reschedule Meeting

Adjourn Meeting

Attendance & Quorum Quorum Not Met

Worker Representatives

	Invited	Present
Committee Co-Chair BCNU	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Committee Member BCNU	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Committee Member BCNU	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employer Representatives

	Invited	Present
Committee Member BCEHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Committee Member BCEHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Committee Member BCEHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Non-Committee Members & Guests

	Present
Ex Officio	<input type="checkbox"/>
Admin Assistant	<input type="checkbox"/>
Employer Practitioner	<input type="checkbox"/>

Meeting Agenda

Approved? ☐

Standing Agenda Items

Old Business

- Lighting issue 5 mins
- Sign posted on office doors 5 mins
- First Aid Vest w/kit included 5 mins

Add From List

Add and Update Agenda Items

- 3.1.2 As the meeting discussion moves forward, the primary meeting recorder should use the 'Add from List' and 'Create New Suggestions' options in the 'New Business' section to include additional agenda items for discussion (refer to the screenshot below). The primary recorder should also take notes in the 'Discussion' field and add any relevant files or action items during the discussion in standing as well as old/new business agenda items. Detailed instructions on how to do this will be provided later, with an example in the 'Old Business' section.'

Note

- If new suggestions are added during the meeting, the recorder will be listed as the owner of the new agenda items. You can enter the name of the actual task owner in the 'Discussion' form.

3.1.3 Once the agenda item has been discussed, the recorder can decide the status of agenda items by selecting one of the following options (more detail will be explained later in this manual):

- **Postpone:** if a decision has not been made or needs further discussion, the recorder can postpone it by # month(s) to review it in a later meeting. The item will automatically populate on the agenda for the meeting month you selected, but the system allows you to manually add it to the agenda if the committee wishes to discuss it earlier.
Note: A long-running agenda item is an agenda item that has been postponed for more than three months (default), but that can be adjusted by the committee co-chairs to up to 12 months.
- **Carry Forward to Next Meeting:** If a decision has not been made or needs further discussion, and the committee decides to review it in the next meeting, the agenda item will automatically appear on the agenda for the next meeting.
- **Complete:** If the agenda item discussion has no outstanding items to cover.

- **Reject Agenda item:** if the committee decides that the agenda item is not necessary or relevant anymore.

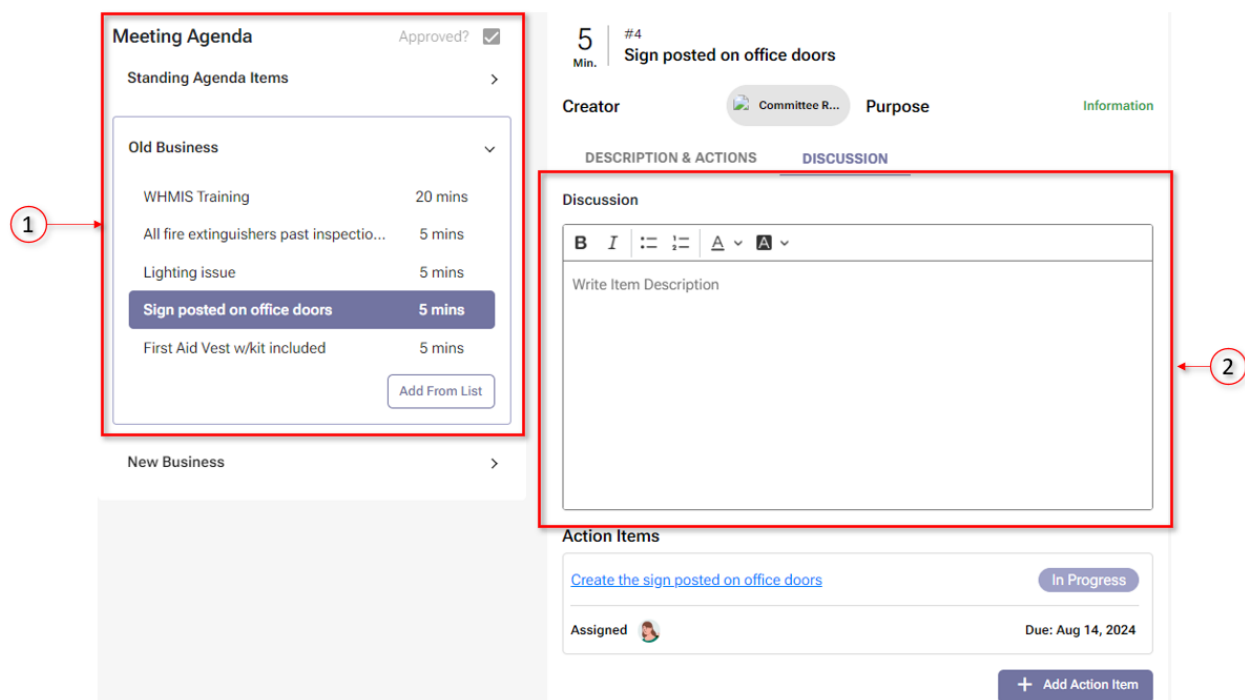
Note

- If an agenda has an open action item, you cannot complete or reject the agenda item. The action item(s) will need to be completed or cancelled.

3.1.4 Depending on how the recorder facilitates the meeting, they can move to the next section of the business. In the example below, the recorder selected to move onto 'Old Business' (see highlighted box).

The screenshot displays the 'Meeting Agenda' interface. On the left, a sidebar titled 'Meeting Agenda' contains sections for 'Standing Agenda Items' and 'New Business'. The 'Old Business' section is highlighted with a red box, and the item 'Sign posted on office doors' (5 mins) is selected. The right panel shows the 'Discussion' and 'Action Items' sections. The 'Discussion' section has a text area for 'Write Item Description'. The 'Action Items' section shows an item 'Create the sign posted on office doors' with a status of 'In Progress' and a due date of 'Aug 14, 2024'.

- 3.1.5 In the 'Old Business' section, select the item to be discussed. This will highlight the item (see below screenshot, highlighted box number 1) and open the 'Discussion' box for you to capture the discussion notes (see number 2). The 'Discussion' box has a 2000-character limit.
- 3.1.6 From this form, you can add action items. When you select '+ Add Action Item', a pop-up box will appear where you can leave details on the action items.



3.1.7 In the pop-up box that appears after you select '+Action Item', complete the pop-up box as thoroughly as possible to ensure that the action item can be clearly understood and communicated to those responsible. As you will see in the screenshot below:

- **Highlighted box number 1** displays the name of the action item.
- **Highlighted box number 2** displays the due date of the action item
- **In highlighted box number 3**, you can choose from a range of options that matches the status of the action item (e.g., 'Created', 'Assigned', 'Completed' etc.).
- **In highlighted box number 4**, the recorder should mark the action item according to its agreed priority level,
- **In highlighted box number 5**, the system allows the recorder to capture description/discussion notes.

3.1.8 In this pop-up box, the recorder can also attach files, add member(s) who are responsible for the task, and cancel/add the task to the record.

The 'Add Action Item' form contains the following fields:

- 1** points to the 'Action Item Name*' field, which contains the text '12.39: New lights to be ordered'.
- 2** points to the 'Due Date' field, which shows 'May 22, 2024'.
- 3** points to the 'Associated meeting:' field, which shows 'May 20, 2024'.
- 4** points to the 'Status' dropdown menu, which is currently set to 'Created'.
- 5** points to the 'Description*' text area, which contains the text: 'Jodie to order new lights from warehouse to replace flickering lights in office.'

Other visible fields include 'Priority' (set to 'Medium'), 'Assign to' (with an 'Add Member' button), and an 'Attach Files' button at the bottom.

3.1.9 Once the action has been added, as is shown in the screenshot, the action item is recorded in the 'Action Items' section. Committee members assigned to this action item will also receive an email confirming the task and providing details (see second screenshot below).

The screenshot shows two main sections:

- Meeting Agenda:**
 - Standing Agenda Items:** A list of items with durations. 'Sign posted on office doors' is highlighted with a blue bar and '5 mins'.
 - New Business:** A section for new items.
- Action Items:**
 - Item:** '5 #4 Sign posted on office doors'.
 - Creator:** 'Committee R...'.
 - Purpose:** 'Information'.
 - Discussion:** A text area for discussion.
 - Action Items:** A list of actions. The first item is 'Create the sign posted on office doors' with a status of 'In Progress'.
 - Assigned:** A list of assigned members.
 - Due:** 'Aug 14, 2024'.
 - + Add Action Item:** A button to add new actions.

Note

- Action items can be added under any agenda items: Standing, Old, or New Business.



OHS Resource Centre Admin Support <DoNotReply@phsa.ca>
to me ▾



The following action item status has been assigned to you:
12.39: New lights to be ordered

To view the committees action items, please click [here](#).

If you are receiving this message by error or for technical support, please reach out to PHSA Service Desk at servicedesk@phsa.ca

Thank you,
OHS Resource Centre Admin Support

↩ Reply

➡ Forward

Reject Agenda item

- 3.1.10 Select 'Reject Agenda Item' to remove an agenda item. Once this option is selected, a pop-up box will appear. A hover-over text for Reject button displays the corresponding actions to enhance clarity on their functionality (see screenshot below).

Meeting Agenda

Approved? ☐

Standing Agenda Items >

Old Business

Agenda Item 10 10 mins

Inspection on Floor G 30 mins

Training Manuals 20 mins

Add From List

New Business >

30 Min.

#15

Inspection on Floor G

Creator

Gazal Gill

Purpose

Action

DESCRIPTION & ACTIONS

DISCUSSION

Description

An **inspection process** generally refers to a systematic approach for evaluating and verifying the condition, quality, or compliance of a product, service, system, or facility. It is used in various industries to ensure that standards and regulations are met.

Action Items

UAT Test 1

Assigned

Assigned Due: Jan 31, 2025

+ Add Action Item

Files

+ Attach Files

Reject Agenda Item

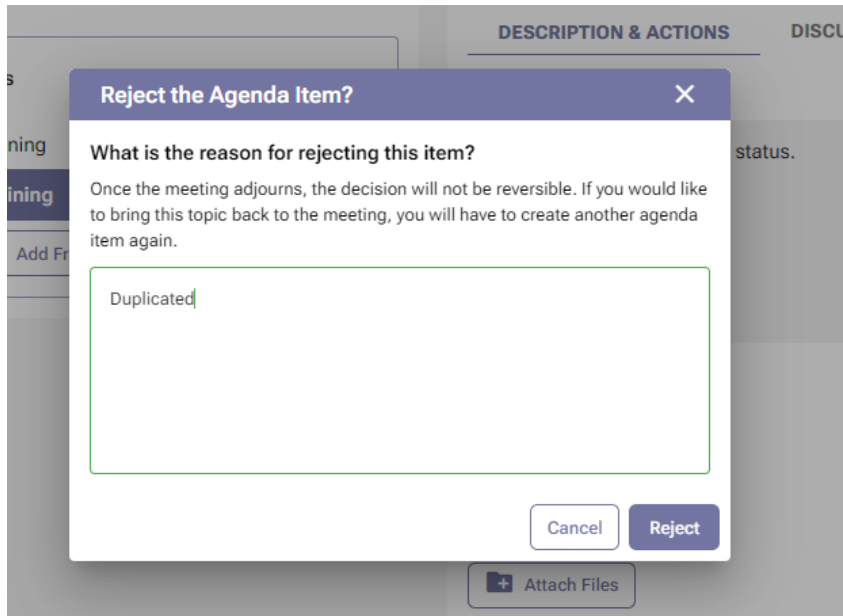
Removed and will not appear in any future agendas.

Postpone

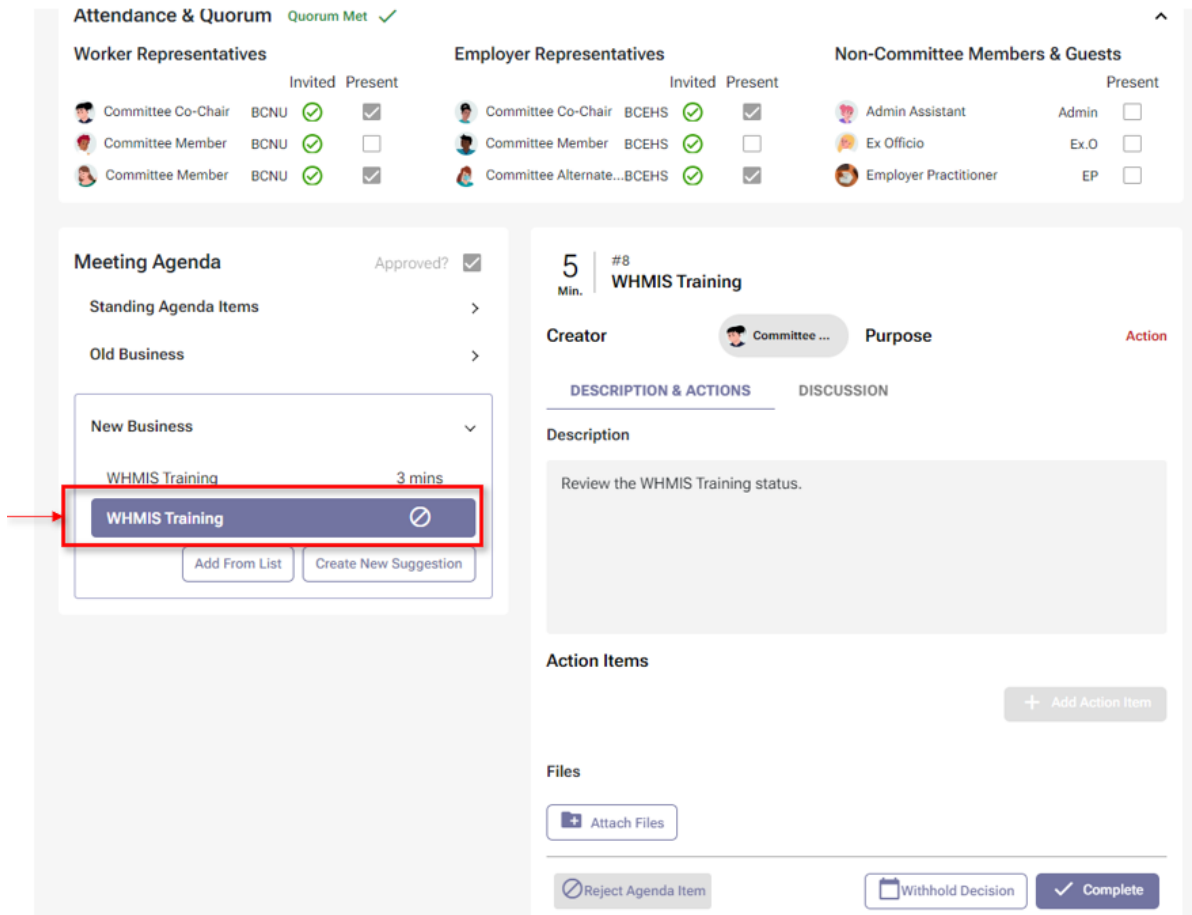
Complete

» Carry Forward To Next Meeting

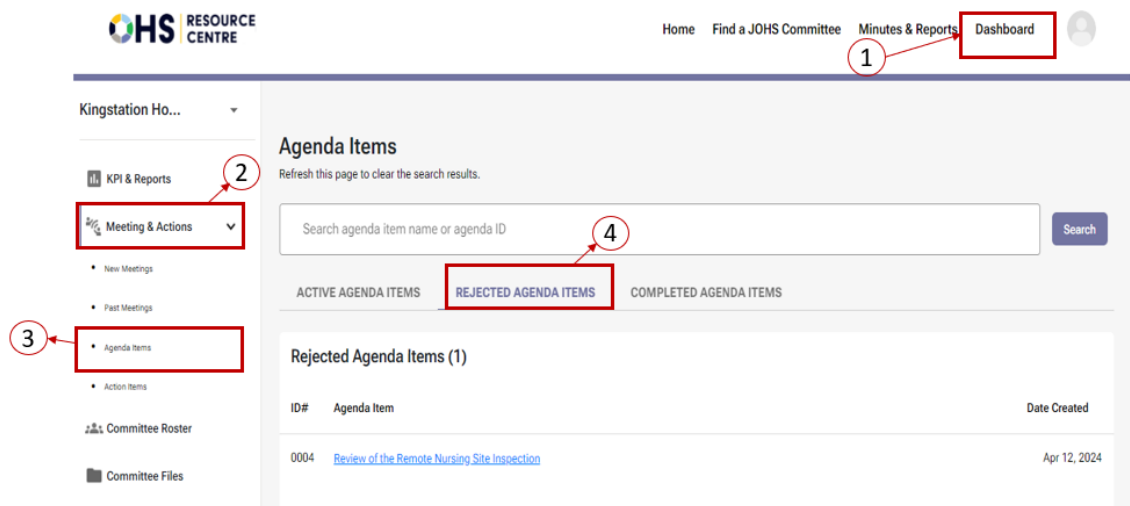
In the pop-up box, leave as much detail as possible as to why this item is to be rejected from the meeting agenda. After completing the description, select the 'Reject' button. If a pop-up appears at the top of the screen that states, 'Cannot reject or complete agenda item. Please close all agenda action items.' This is because all action items associated with agenda items must be closed (closed means either being completed or cancelled).



3.1.11 Once the item has been rejected, a rejected icon will appear next to it (see screenshot).



- 3.1.12 In addition, you can also check all the rejected agenda items with the following structure:
- Click the 'Dashboard' tab on the page's header.
 - Click on the committee's name you want to check the rejected agenda items, and then click on the 'Meeting & Actions' link.
 - Click on the 'Agenda items' link and select the 'Rejected Agenda Items' tab.



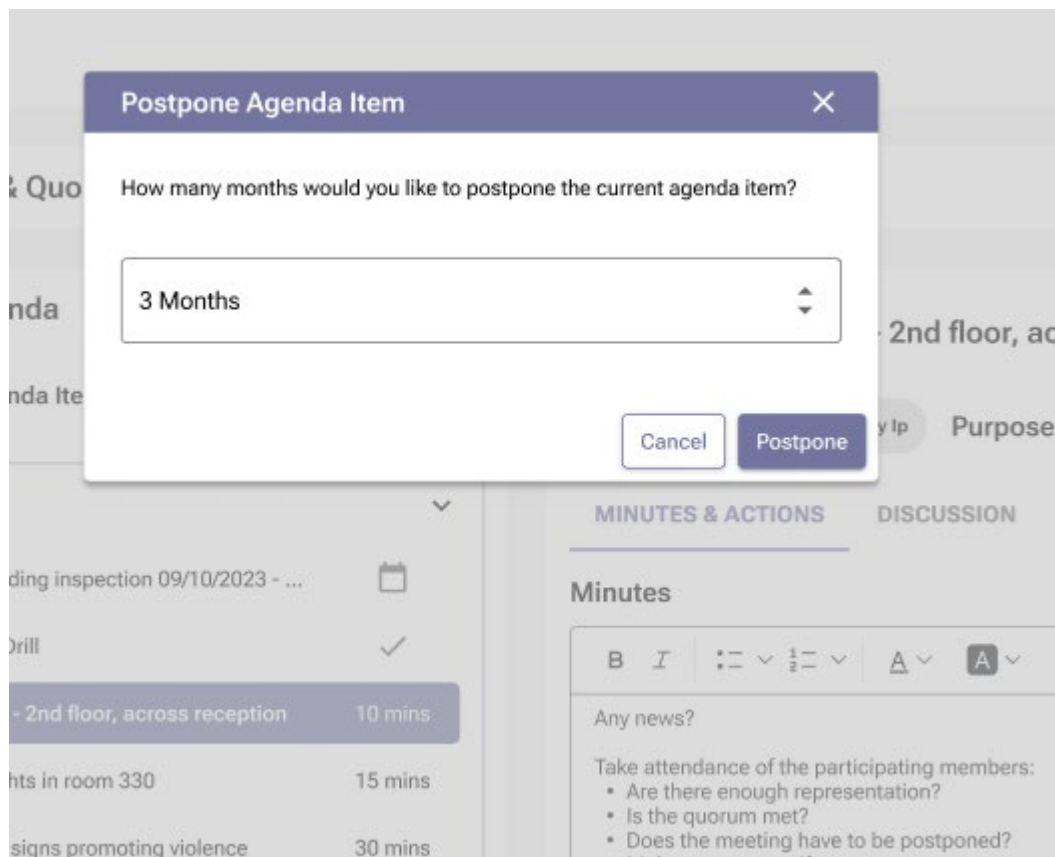
Postpone an Agenda Item

- 3.1.13 To postpone an agenda item, click the "Postpone" button at the bottom of the form. A pop-up box will appear. A hover-over text for the "Postpone" button displays the corresponding actions, enhancing clarity on its functionality (see screenshot below).

- 3.1.14 In the pop-up box, you will be given an option to choose how many months the item will be postponed. You can only postpone the agenda item for up to 11 months. A 12-month option will be available once the current meeting has been adjourned. Postponing the action item for 1 will be the same as carrying forward to the next meeting functionality.

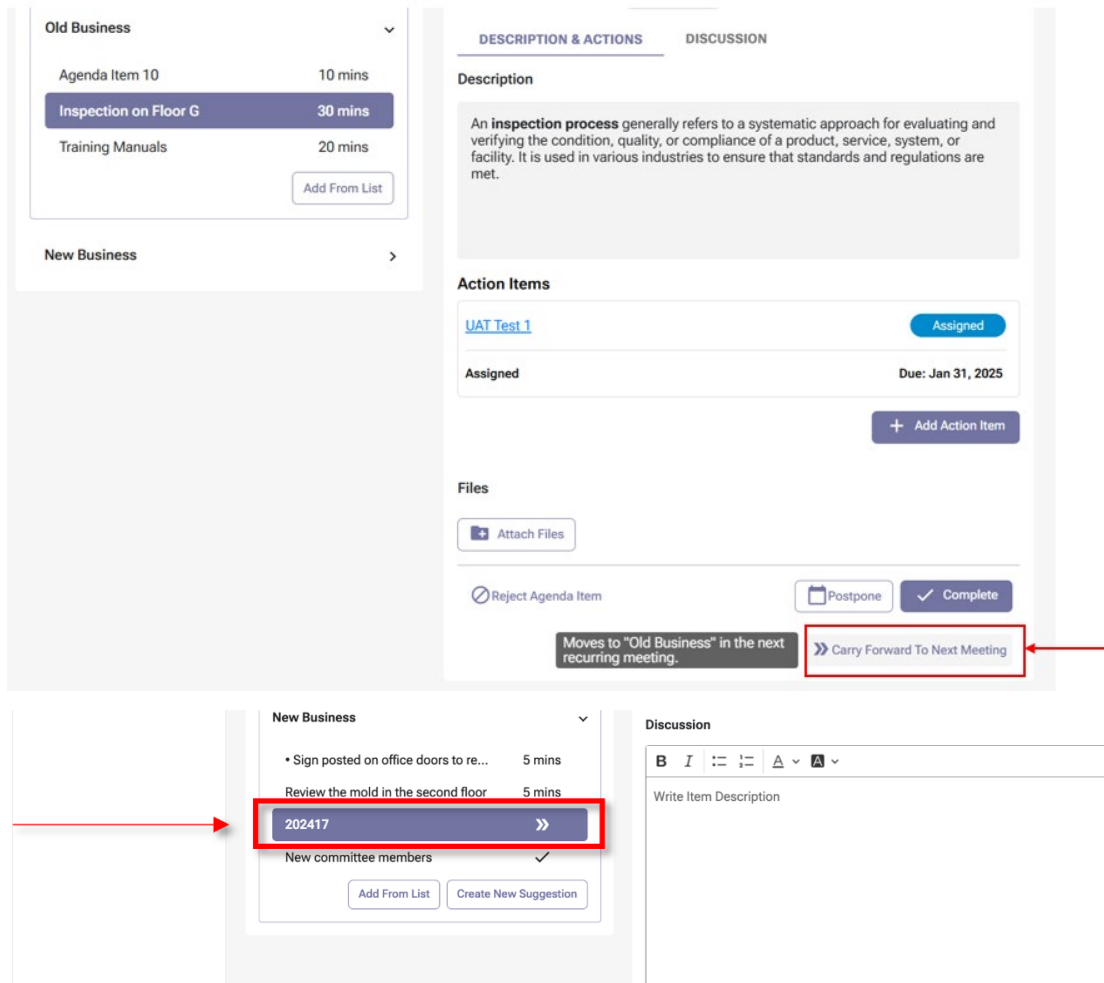
Note

- It is important to note that these decisions and functions can only take place during the meeting and with consensus from the committee members. If the quorum is not met for the meeting, the recorder and attendees will still be able to make decisions (postpone, reject, complete, or carry forward to the next meeting) on an agenda item.
- 3.1.15 When the meeting for the postponed action item occurs in the following month, it will automatically be placed into the 'Old Business' section. However, if you have postponed the action for more than 1 month (e.g., 3 months), the agenda item will only appear in the 'Old Business' section on this date. If needed, you can add it to an earlier meeting.



Carry Forward to Next Meeting

- 3.1.16 To carry forward to the next meeting, select the 'Carry Forward to Next Meeting' option at the bottom of the form (see the screenshot below). Selecting this option will add arrows to indicate that the item has been carried forward (see the second screenshot). A hover-over text for the "Carry Forward To Next Meeting" button displays the corresponding actions, enhancing clarity on its functionality (see screenshot below).



- 3.1.17 If there are agenda items left undiscussed, or a decision has not been made on it at the end of the meeting, it will automatically be carried forward to the next meeting date.

Complete an Agenda Item

- 3.1.18 To close an agenda item that the committee had decided does not need further discussion and is complete, select the 'Complete' option at the bottom of the form (see screenshot number 1). When this is selected, the system adds a checkmark to denote that this item has been completed (see screenshot number 2). A hover-over text for the "Complete" button displays the corresponding actions, enhancing clarity on its functionality (see screenshot below).

Meeting Agenda

Approved? ☐

Standing Agenda Items >

Old Business

- Inspection on Floor G 30 mins
- Training Manuals 20 mins
- Recommendations for Meeting Pr... 20 mins

Add From List

New Business >

15 Min. #3
Recommendations for Meeting Process

Creator Gazal Gill Purpose Information

DESCRIPTION & ACTIONS DISCUSSION

Description

Recommendations

Action Items

Add Action Item

Files

Attach Files

Reject Agenda Item Postpone Complete

Carry Forward To Next Meeting

Old Business

Agenda Item 10 10 mins

Inspection on Floor G 30 mins

Training Manuals 20 mins

Add From List

New Business >

DESCRIPTION & ACTIONS DISCUSSION

Description

An **inspection process** generally refers to a systematic approach for evaluating and verifying the condition, quality, or compliance of a product, service, system, or facility. It is used in various industries to ensure that standards and regulations are met.

Action Items

UAT Test 1 Assigned

Assigned Due: Jan 31, 2025

Add Action Item

Files

Attach Files

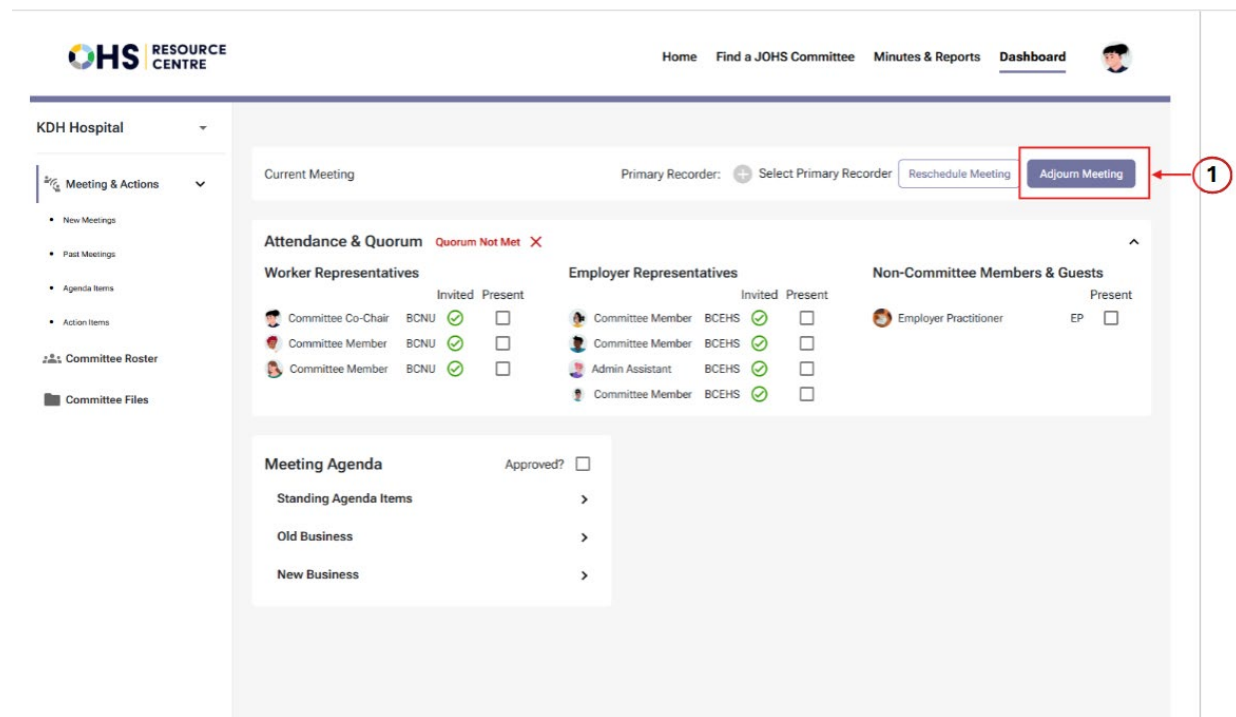
Reject Agenda Item Postpone Complete

Carry Forward To Next Meeting

Marked as complete and will not appear in future meetings.

Adjourn the Meeting

- 3.1.19 After reviewing all agenda items, when the meeting time is up, or for any other reason deemed appropriate, select the primary recorder from the drop-down list and click the 'Adjourn Meeting' button (see screenshot number 1). If the 'Adjourn meeting' button has not been selected at any point during the meeting, the system will automatically adjourn the meeting 24 hours after you click the 'Start Meeting' button. In this case, the Primary Recorder field will be left blank in the draft minutes and must be selected on the Edit Minutes screen before publishing the minutes.



- 3.1.20 Once you have selected the 'Yes, Adjourn Meeting' button, the 'Meeting Completed' screen will pop up.

Adjourn Meeting?

A draft minute of this meeting will be sent out to all committee members.

To review the draft minutes of this meeting, you can access this in the Past Meetings page in the side navigation from your dashboard.

No, Go Back

Yes, Adjourn Meeting

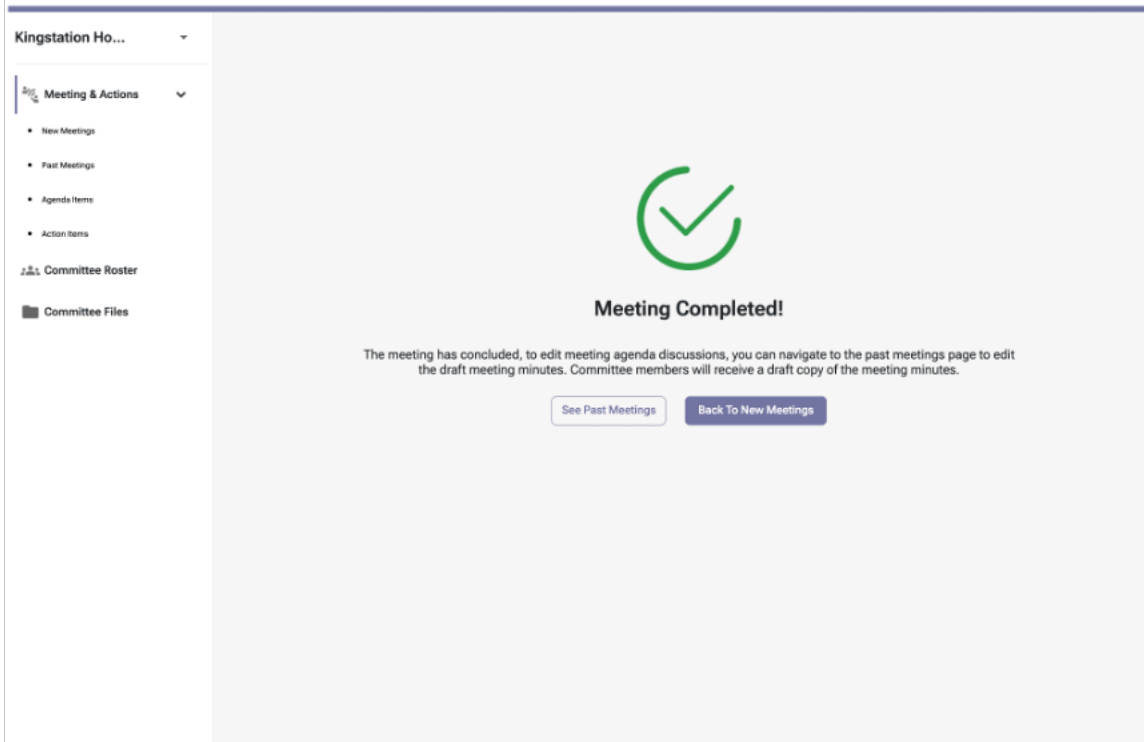
4. After the Meeting Is Adjourned

4.1 Actions After the Meeting

Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)
- Committee members with meeting recorder privileges

- 4.1.1 Once the meeting is adjourned and the 'Adjourn Meeting' button is selected, the system will display the message shown in the screenshot below. This is your confirmation that the meeting has ended, and all discussion notes and action items will be issued to the attendees in a Draft Minutes Meeting PDF.



Note

- Action items marked as 'Completed' or 'Cancelled' will no longer appear in the agenda and minutes PDFs once 65 days have passed since their completed/cancelled date.

4.1.2 The meeting will no longer exist in the 'New Meetings' schedule, and it will appear in the 'Past Meetings' section (below screenshot, highlighted box number 1). Look for the meeting date that your meeting was held (highlighted box number 2) to access the agenda and minutes.

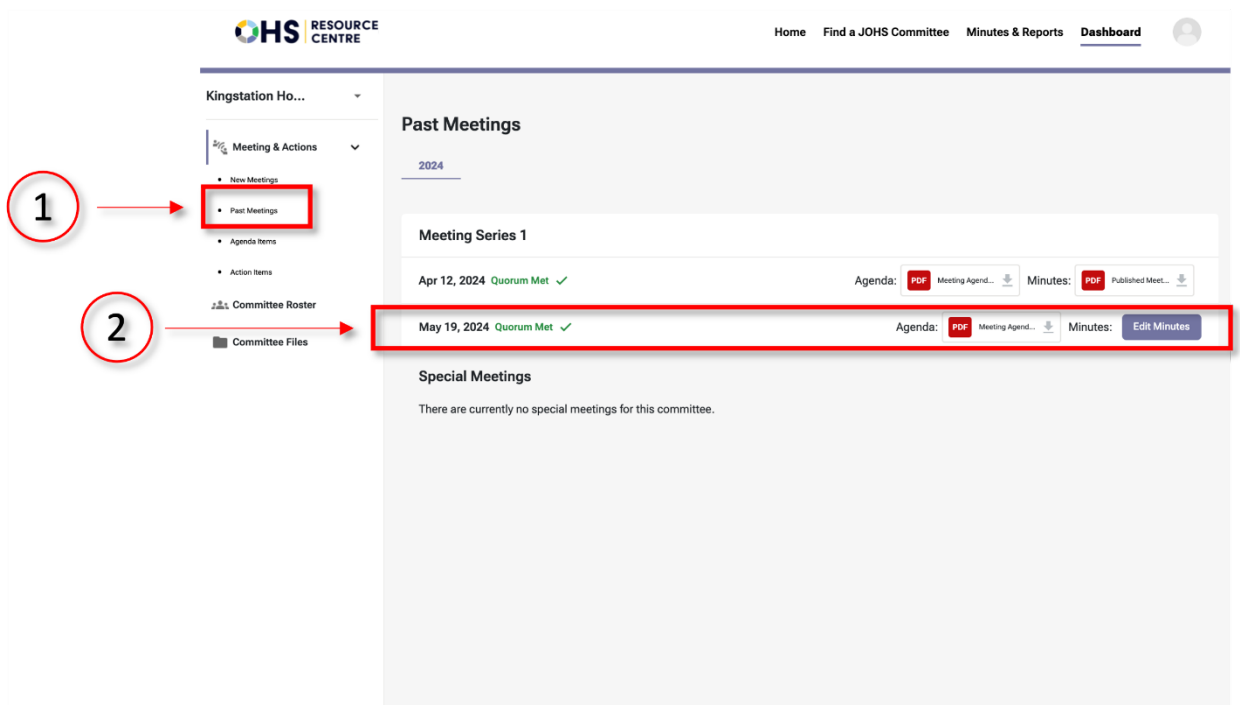
In the 'Past Meetings' section, you may see the following options depending on your role:

Committee Co-Chair, Admin Assistant, and Committee members with meeting recorder privileges roles:

- Download the 'Finalize agenda' (PDF)
- Have the 'Edit Minutes' functionality

Committee members role

- Download the 'Finalize agenda' (PDF)



- 4.1.3 If the meeting was adjourned, with or without meeting quorum, in the 'Past Meetings' section, you will see the 'Finalized Agenda' along with finalized minutes if they have been published. In case of missed meetings, only the finalized agenda can be seen.

Note

- The regular members must review the draft meeting minutes and make the co-chair, admin assistant and/or recorder(s) aware of any changes required.

4.2 Editing the Meeting Minutes

Applies to:

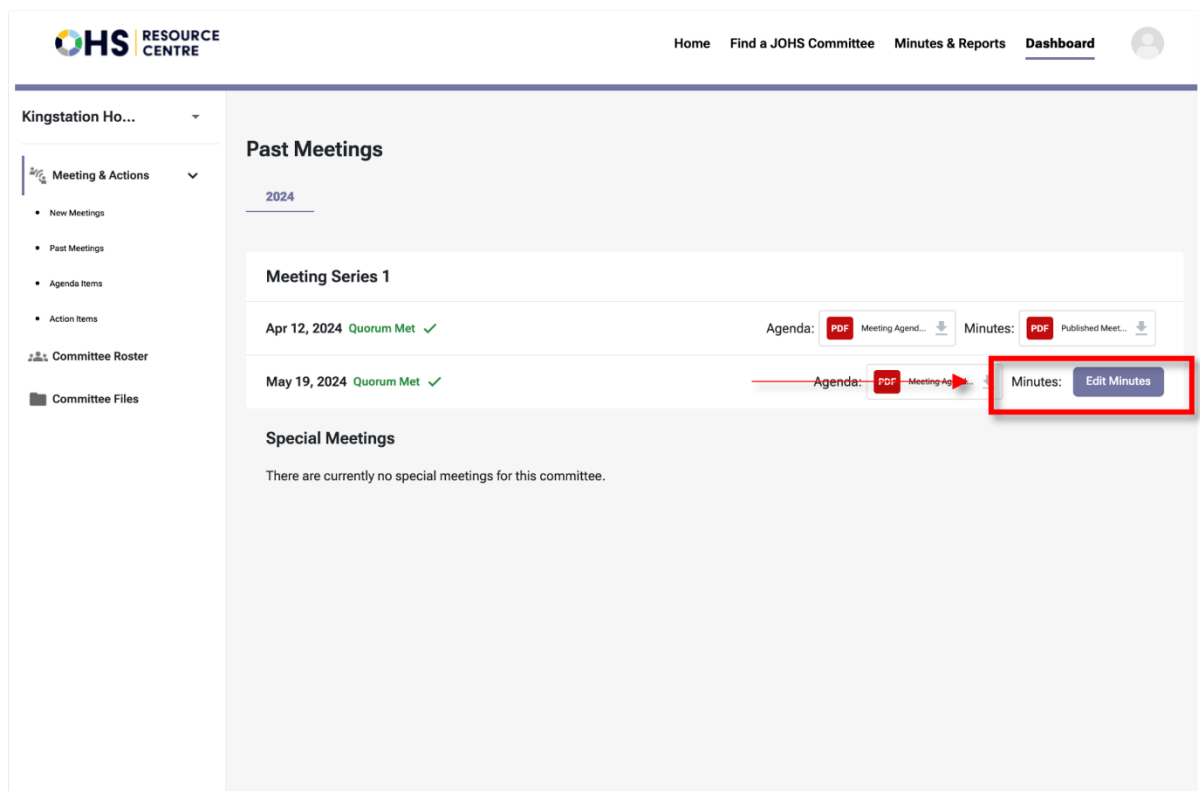
- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (a worker and an employer)
- Committee Members with meeting recorder privileges

- 4.2.1 Once the meeting is adjourned, all committee members will receive a notification and a link to download or edit the meeting minutes, depending on their role (see 'Actions After the Meeting' - 4.1.3 section). The link will send all committee members to the 'Past Meetings' page. However, only the co-chair,

recorder, and admin assistant will be able to access the edit mode for the draft meeting minutes

- They can edit attendance
- They can add notes of the agenda item in the discussion field,
- Add/remove attachments of the agenda item, and
- Edit the exist action items (update name, due date, status, assignee, description, and add/remove files fields)

4.2.2 To edit the meeting minutes, navigate to 'Past Meetings', where you will find the non-finalized meeting minutes (see screenshot).



4.2.3 When you select the 'Edit Minutes' button, you will be directed to the 'Meeting Recorder' page (see screenshot). From here, ensure that all details are correct, including a review of the 'Attendance', 'Standing Agenda Items', 'Old Business' and 'New Business' (highlighted).

Attendance & Quorum Quorum Met ✓

Worker Representatives			Employer Representatives			Non-Committee Members & Guests		
	Invited	Present		Invited	Present		Invited	Present
Committee Co-Chair	BCNU	<input checked="" type="checkbox"/>	Committee Co-Chair	BCEHS	<input checked="" type="checkbox"/>	Admin Assistant	Admin	<input type="checkbox"/>
Committee Member	BCNU	<input type="checkbox"/>	Committee Member	BCEHS	<input type="checkbox"/>	Ex Officio	Ex.O	<input type="checkbox"/>
Committee Member	BCNU	<input checked="" type="checkbox"/>	Committee Alternate...BCEHS	BCEHS	<input checked="" type="checkbox"/>	Employer Practitioner	EP	<input type="checkbox"/>

Meeting Agenda Approved? ☒

- Standing Agenda Items >
- Old Business >
- New Business >

3 Min. #7 WHMIS Training

Creator **Purpose** Action

DESCRIPTION & ACTIONS DISCUSSION

Description

Audit found we are not meeting WHMIS requirements. Research and suggest best options for WHMIS training providers.

4.2.4 If all details are accurate in the 'Attendance' and 'Meeting Agenda' section (highlight number 1&2), select the 'Publish Minutes' button at the top of the screen (highlight number 3). When this is selected, a pop-up box will appear for you to confirm this action (see second screenshot).

Mar 12, 2025 15:30 - 16:00

Primary Recorder: Committee Co-Chair **Publish Minutes**

Meeting Recorder + Add Recorder

Co-Chairs and Admin Assistants have default recorder permissions. Four additional recorders can be added.

Attendance & Quorum Quorum Met ✓

Worker Representatives			Employer Representatives			Non-Committee Members & Guests		
	Invited	Present		Invited	Present		Invited	Present
Committee Co-Chair	BCNU	<input checked="" type="checkbox"/>	Committee Member	BCEHS	<input checked="" type="checkbox"/>	Rahul Nambiar	Admin	<input type="checkbox"/>
Committee Member	BCNU	<input checked="" type="checkbox"/>	Committee Member	BCEHS	<input checked="" type="checkbox"/>	Employer Practitioner	EP	<input type="checkbox"/>
Committee Member	BCNU	<input type="checkbox"/>	Admin Assistant	BCEHS	<input type="checkbox"/>			
			Committee Member	BCEHS	<input type="checkbox"/>			

Meeting Agenda Approved? ☐

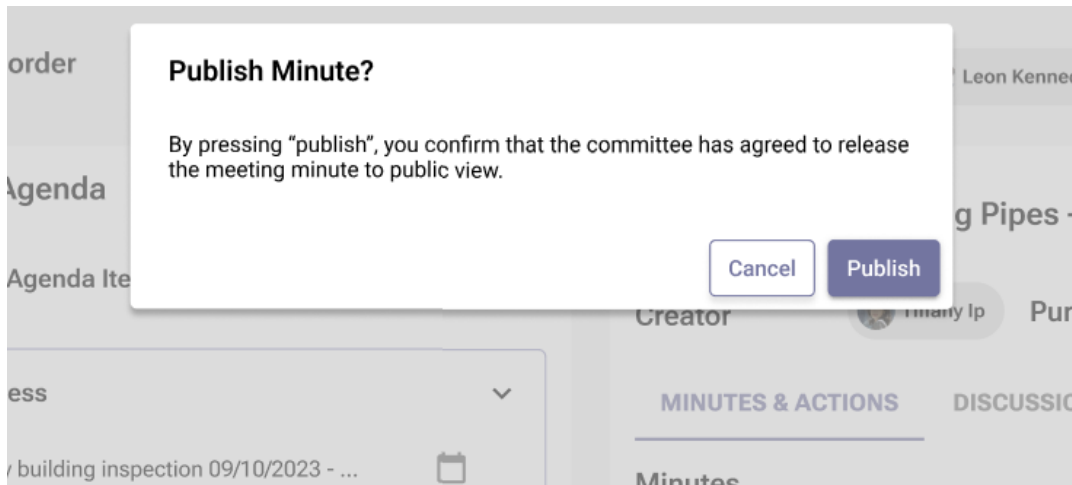
- Standing Agenda Items
 - Acceptance of Agenda** 5 mins
 - Monthly Incident Reports 10 mins
- Old Business >

5 Min. Acceptance of Agenda

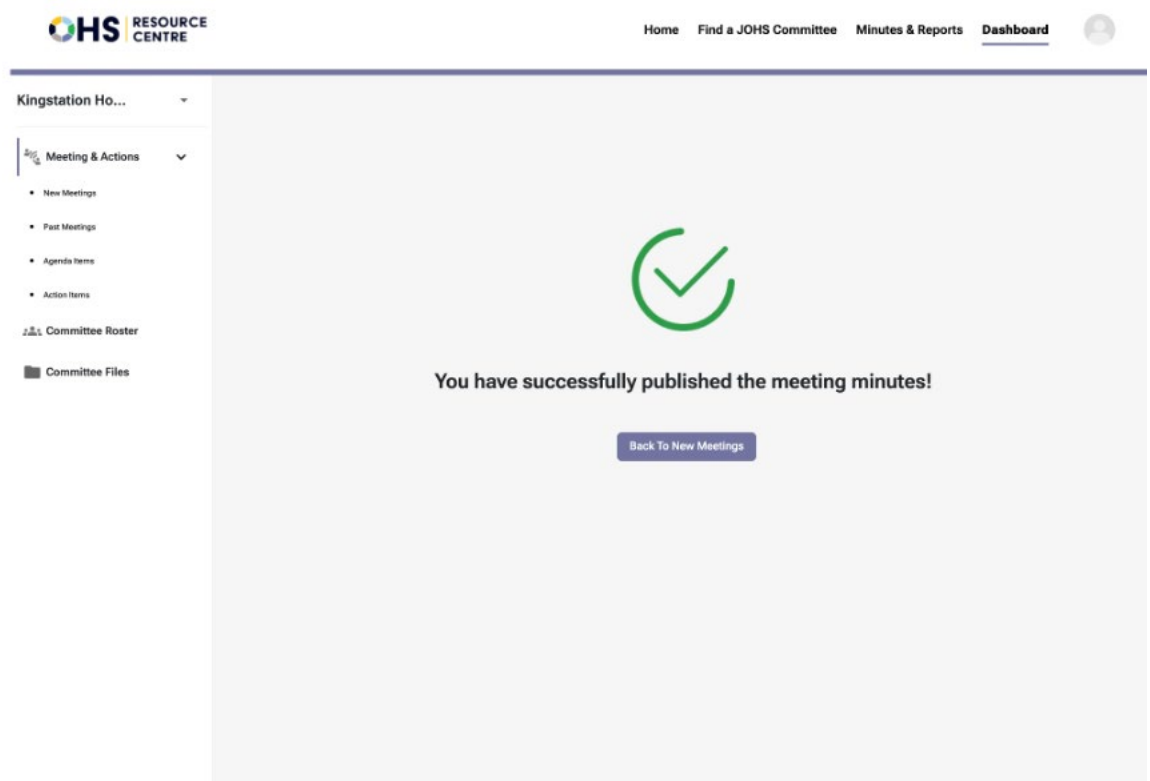
DESCRIPTION & ACTIONS DISCUSSION

Description

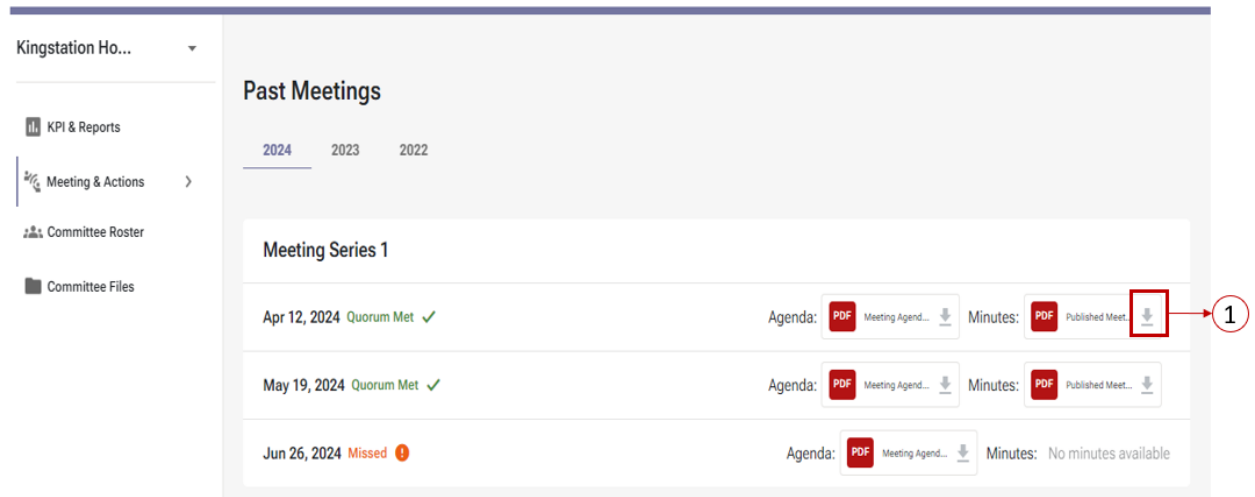
Approve today's agenda



- 4.2.5 After you select the 'Publish' button, you will see the following confirmation from the system. All committee members will receive a copy of the published meeting minutes via email, and the system will post the minutes for the publisher to view.



- 4.2.6 To access the published meeting minutes, navigate to the 'Past Meetings' section. To download the meeting minutes PDF, click on the download option in your relevant meeting date (screenshot number 1).



- 4.2.7 The images below demonstrate what the final published meeting minutes look like once they are checked and completed (the meeting minutes will look slightly different for each meeting, depending on how much detail was captured in the discussion boxes).

Attendance

Quorum Met ✓

Worker Representation

BCNU		Invited Present	
Committee Co-Chair	Co-Chair	Y	Y
Committee Member	REG	Y	N
Committee Member	ALT	Y	Y

Employer Representation

BCEHS		Invited Present	
Committee Co-Chair	Co-Chair	Y	Y
Committee Member	REG	Y	N
Committee Alternate Member	ALT	Y	Y

Non-Committee Members		Invited Present	
Admin Assistant	Admin Assistant	Y	N
Ex Officio	Ex-Officio	Y	N
Employer Practitioner	Employer Practitioner	Y	N

New Business	
1. 7 - WHMIS Training	Withhold
<p>Created By Committee Alternate Member</p> <p>Description Audit found we are not meeting WHMIS requirements. Research and suggest best options for WHMIS training providers.</p>	
2. 8 - WHMIS Training	Rejected
<p>Reason Duplicated</p> <p>Created By Committee Co-Chair</p> <p>Description Review the WHMIS Training status.</p>	

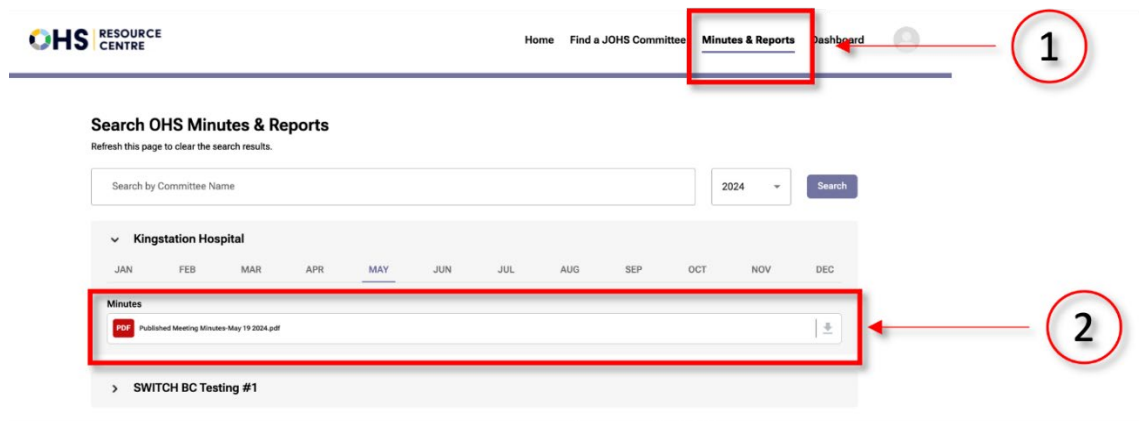
- 4.2.8 It is important to note that decisions around agenda items cannot be adjusted once the minutes are published. Decisions can only be made during the meeting or within the 24-hour period if you have not clicked the 'Adjourn meeting' button during the meeting.
- 4.2.9 You do not have to wait for the next meeting to approve and publish the meeting minutes. They can be published any time after the meeting has elapsed, depending on the committee process.

Note

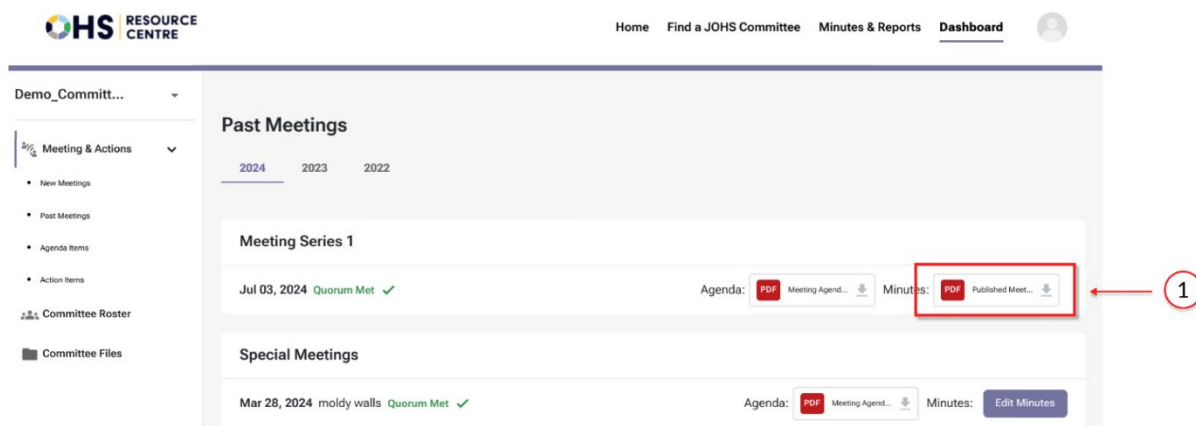
- The action items created during the meeting can be updated by the assigned committee member, even if the minutes are not published yet.
- It is mandatory by law to publish the meeting minutes, and vital to the committee's metrics.

- 4.2.10 There are two ways to locate the meeting minutes, you can access them via the 'Minutes & Reports' option at the top of the screen (see highlight number 1). You will then access the 'Search OHS Minutes & Reports' search bar and a list of previous meetings under the committee names (see highlight number 2). To access the meeting minutes, select the committee's name and the month of the meeting, followed by the download icon on the right side of the

bar. All health authorities/affiliates staff can access this option.



- 4.2.11 If you are a committee member, you can also find your committee's meeting minutes by navigating to the Past Meeting screen. Once the minute has been published, the draft minutes download button will become download minutes button (see highlight number 1)

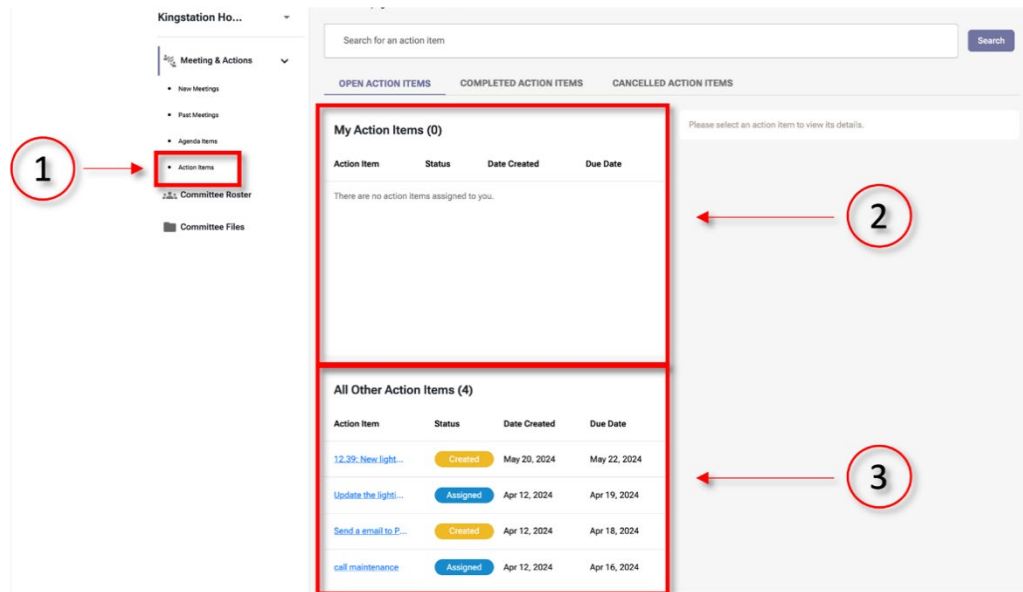


4.3 Action Items

Applies to:

- Admin Assistant (dedicated support for the committee)
- Committee Co-Chair (a worker and an employer)
- Committee Regular Member
- Committee Alternate Member
- Ex-Officio (non-voting)

- 4.3.1 To view action items for your committee that are open, completed, and cancelled, navigate to the 'Action Items' option on the left side of the screen (see highlight number 1). Above highlighted box number 2, you will find tabs to review 'open action items', 'completed action items', and 'cancelled action items'. In highlighted box number 2, you will find any action items to which you are assigned. In highlighted box number 3, you will find all action items assigned to other committee members.



- 4.3.2 To drill down into the action items, select the action item that you need to review. This will open a table on the right side of the form that describes the action item in more detail (see the below screenshot).
- 4.3.3 In the highlighted box in the top right corner, you can update the status of your task. If you hover over the 'Assigned to' option, you can see those to whom this task is assigned. If you are not assigned the task you are reviewing, you cannot update the status.
- 4.3.4 Once the task is complete, the item will be removed from this area and automatically moved into the 'completed action items' section.

Refresh this page to clear the search results.

Search for an action item

Search

OPEN ACTION ITEMS

COMPLETED ACTION ITEMS

CANCELLED ACTION ITEMS

My Action Items (0)

Action Item	Status	Date Created	Due Date
-------------	--------	--------------	----------

There are no action items assigned to you.

12.39: New lights to be ordered

Created

Assigned to

Priority

Normal

Date Created

May 20, 2024

Due Date

May 22, 2024

Originated From

[Lighting Issue](#)

Description

Jodie to order new lights from warehouse to replace flickering lights in off ice.

Files

All Other Action Items (4)

Action Item	Status	Date Created	Due Date
-------------	--------	--------------	----------

12.39: New light...	Created	May 20, 2024	May 22, 2024
---------------------	---------	--------------	--------------

Update the lighti...	Assigned	Apr 12, 2024	Apr 19, 2024
----------------------	----------	--------------	--------------

Send a email to P...	Created	Apr 12, 2024	Apr 18, 2024
----------------------	---------	--------------	--------------

call maintenance	Assigned	Apr 12, 2024	Apr 16, 2024
------------------	----------	--------------	--------------

1 - 4 of 4

< >



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Safety, Wellbeing, Innovation, Training & Collaboration in Healthcare